

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]

Dear Santa,

I hope this letter finds you well at the North Pole! It's been [insert time frame since last correspondence or significant event]. I've been [mention any good deeds or behaviors, e.g., being helpful, kind, or responsible].

For this Christmas, I would love to ask for [list your wishes or gifts, making sure to include a mix of material and non-material things]. I understand it's a busy time for you and the elves, so I am happy with anything you can manage!

Thank you for all the joy you bring every Christmas. I can't wait to leave out cookies and milk for you on Christmas Eve. Please give my regards to Mrs. Claus and the reindeer!

Wishing you a Merry Christmas!

Warm regards,

[Your Name]
[Your Age]