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Dear [Child's Name],  
Ho ho ho! It's me, [Elf's Name], your special Elf on the Shelf! I've arrived all the way from the North Pole to help keep track of your holiday cheer!  
Every night, I'll fly back to Santa to report on your good deeds! So remember to be sweet and kind to everyone around you!  
I can't wait to see all the fun we'll have together this holiday season! Get ready for surprises and a little bit of magic!  
Lots of love,  
[Elf's Name]  
P.S. Don't forget to keep your eyes open in the morning - you never know where I'll be!  
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