

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

Dear [Child's Name],  
Ho Ho Ho!

It's your favorite Elf on the Shelf, [Elf's Name]! I'm back again this year to watch over you and spread holiday cheer! Every night, I'll fly back to the North Pole to tell Santa how you've been.

Remember to be on your best behavior so that I can share all the good things you do! I can't wait for our fun adventures together this holiday season.

Love,  
[Elf's Name]  
Your Magical Elf