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

Dear [Child's Name],

Ho ho ho! It's me, your Elf on the Shelf, [Elf Name]! I'm so excited to be back in your home this holiday season. I've been busy up at the North Pole, getting ready for all the fun we're going to have together. Every night while you sleep, I'll be keeping an eye on you to report back to Santa. Remember, it's important to be on your best behavior! I'll be moving to a new spot each day, so keep your eyes peeled for my daily adventures!

This year, I can't wait to see all the special things you are going to do. Make sure to spread kindness and Christmas cheer, and maybe we'll even come up with some magical mischief together!

Get ready for some festive fun! I'll see you in the morning. With holiday cheer,

[Elf Name]

P.S. Don't forget to leave out some treats for me and Santa!