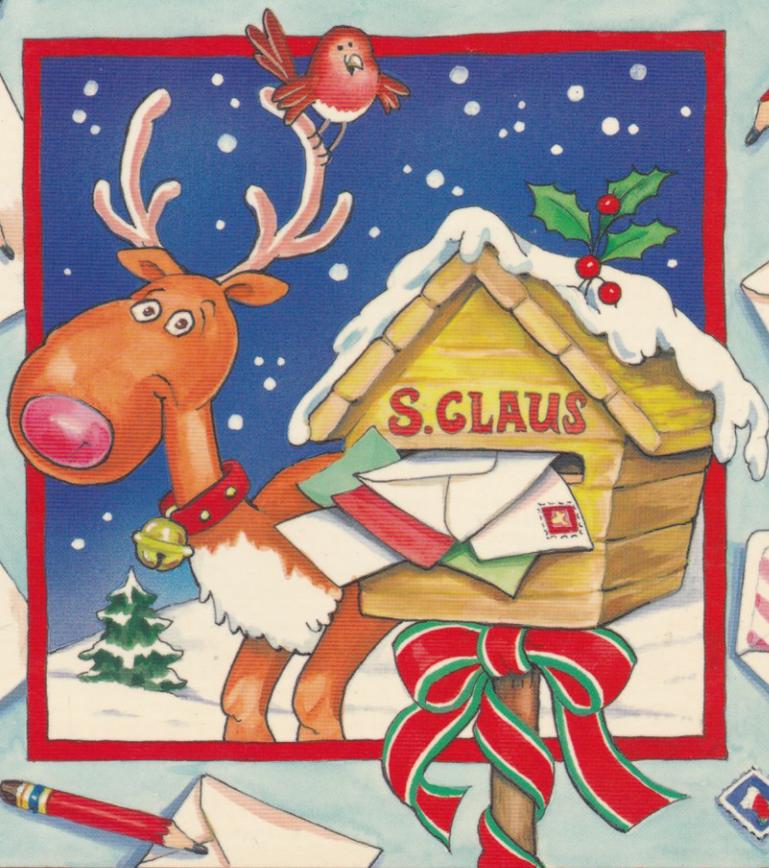


# How to write Letters to Santa

and other important people



# How to write Letters to Santa and other important people



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The Five Mile Press



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# Writing to Santa

Santa loves getting letters from children. Each year he receives millions of letters from girls and boys all over the world. Following these easy steps, you can write to Santa too.

To write to Santa you will need some special equipment:

-  A pen (from this kit)
-  2 pieces of scrap paper
-  A sheet of Santa stationery (from this kit)
-  An envelope (from this kit)
-  A standard postage stamp
-  A Santa sticker seal (from this kit)



Write to Santa to tell him your good deeds, what you want for Christmas or say thanks for presents.

## 1. Make a list

Before you start writing your letter you need to think about the **CONTENTS**. This is the most important part of your letter, and you are the inventor! The contents are your very own ideas and thoughts. The contents are the reason you are writing and the message you want to share.

-  On scrap paper, list all the things you want to say in your letter.

## 2. Write a rough draft

Now that you have put your ideas to paper, it's time to write a rough draft of your letter.

-  Using the scrap paper, write out the contents of your letter in proper sentences.

Include in your rough draft: a **HEADING**, a **GREETING**, a **CLOSING** and your **SIGNATURE**. (These special parts of a letter are explained on the "sample letter" pages of this book.)

Once you have finished your rough draft, ask an adult to check the spelling, punctuation and grammar.

### 3. Write the "good copy"

With your corrected rough draft by your side, you are ready to write on your special stationery!



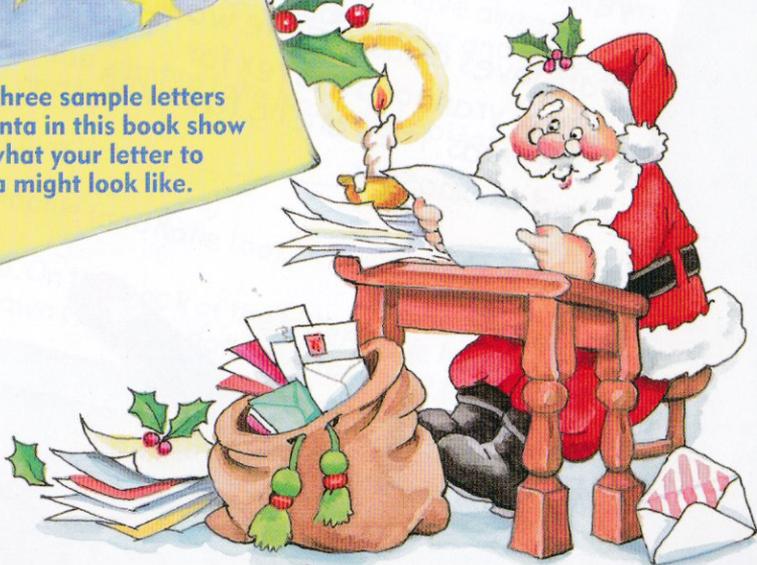
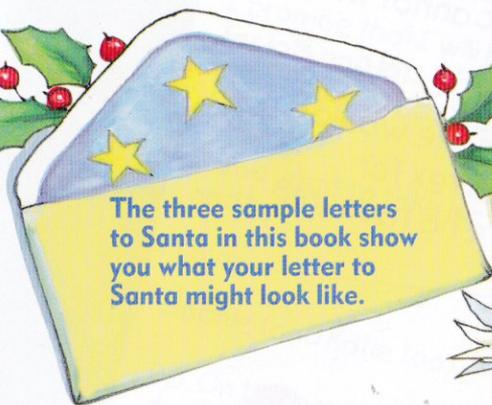
Carefully write your good copy in pen, including all the special parts of a letter.

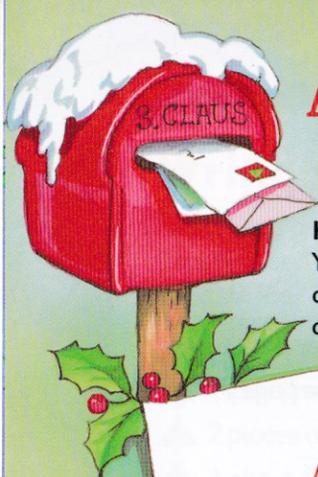
### Oops!

If you think of something else to say after you have signed your letter, write a **POSTSCRIPT** (see page 7).



Great! You've finished your letter. Now it's time to address the envelope (see page 9).





# A letter to Santa

## Sample letter 1

**Heading**  
Your name,  
address and the  
date

15 November 2005  
Jack Taylor  
15 Short Street  
LONDON  
N22 7XW

Dear Santa

My brother Tom asked me to write to you. Tom is 4 and cannot write yet.

Tom loves dinosaurs. He would love a toy Tyrannosaurus rex for Christmas. They are his favourite kind of dinosaur.

Love

Jack

**Contents**  
What you want to say and why you are writing

**Greeting**  
Your hello to the person you are writing to

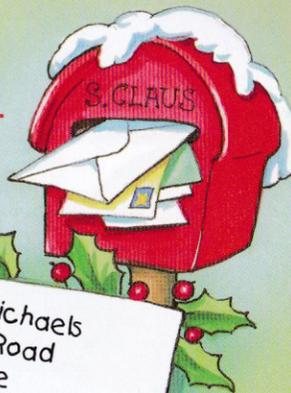
**Closing**  
The way you say goodbye at the end of your letter

**Your signature**



# A letter to Santa

## Sample letter 2



### Heading

Your name, address and the date

Sophie Michaels  
42 Bilton Road  
Ballsbridge  
Dublin 4

3 December 2005

### Greeting

Your hello to the person you are writing to

Dear Santa

Could you please bring me a puppy for Christmas?

### Contents

What you want to say and why you are writing

My little sister, Katie, and I want to call him Mr Sniff. (We will call him "Sniffy" for short.)

I promise that I will feed Mr Sniff and take him for lots and lots of walks. I have already picked out a red studded collar and red lead for him.

I also want to take him to school for "show and tell".

Your signature

Love

Sophie (and Katie too)

P.S. On the back of the letter, Katie has drawn Mr Sniff's dog bowl for you. P.T.O.

### Closing

The way you say goodbye at the end of your letter

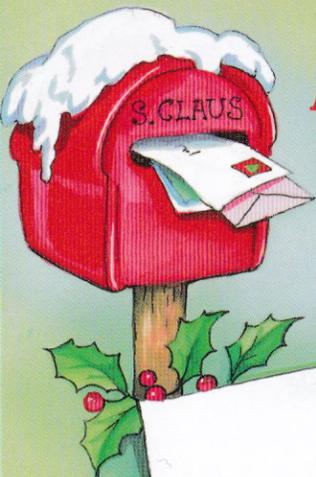
### Postscript (P.S.)

If you think of something else to say, you can add it at the end of your letter

P.T.O.

Please turn over





# A letter to Santa

## Sample letter 3

Ella Mitchell  
27 Prospect Close  
Knutsford  
Cheshire  
WA16 7PD

**Heading**  
Your name,  
address and  
the date

8 December 2005

Dear Santa

I have been very good this year. In November I raised some money for new computers at my school by selling chocolates in my neighbourhood.

**Contents**  
What you want  
to say and why  
you are writing

**Greeting**  
Your hello  
to the  
person you  
are writing to

I hope you will bring me toys to build around my train set so I can make it into a REAL town. I have measured the width of the tracks and they are 8 centimetres wide. I would like two or three bridges to go over the tracks, a farm set with trees, some houses with fences and people too.

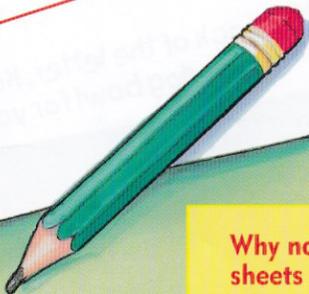
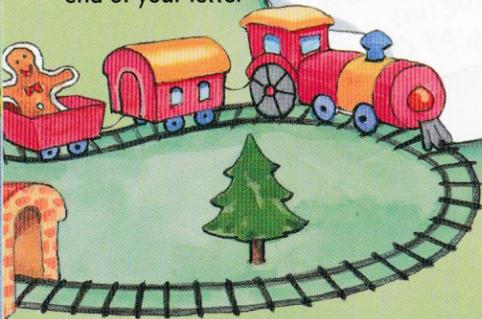
I hope you have a good Christmas too (even though you'll be very, very busy).

**Your  
signature**

**Closing**  
The way you say  
goodbye at the  
end of your letter

Love

Ella

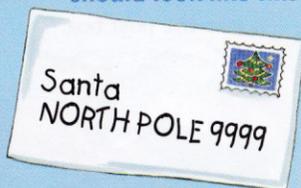


**Why not decorate plain sheets of paper to make your own personalised writing paper?**

Your Santa envelope should look like this:

# Addressing the envelope

It is important to address your envelope correctly, so the postman or woman knows where to deliver it. Always double-check to make sure the address is current and correct.



On the *Front of the envelope*, write the Addressee details (that's who you are sending your letter to).

Name of person to whom you are sending the letter

Stick stamp here

Street address

Town

County

Postcode

Your name

Your town

Your street address

Your county, and postcode

On the *Back of the envelope*, write the sender's details (that's you).

Katie Williams  
48 Speedwell Close  
Twyford  
Berkshire  
RG10 0AQ



## Folding your letter.

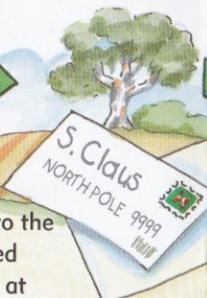
Depending on the size of your envelope, your letter can be folded in half or in thirds. (Try one of the ways shown).



Your letter to Santa goes into the post box.



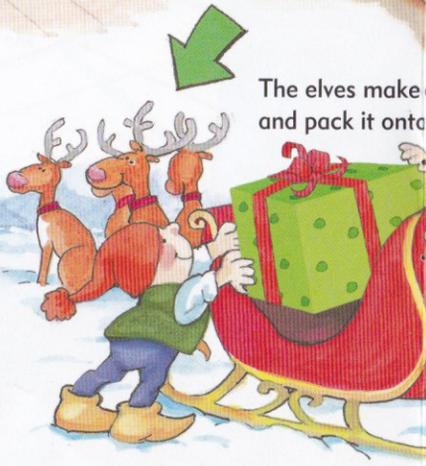
The mail van takes your letter to the sorting office, where it is marked with a special code – "to Santa at the North Pole".



On Christmas morning – SURPRISE!



The elves make a sleigh and pack it onto...



On Christmas Eve Santa delivers your present.





The mail truck takes your letter to the airport, where it joins thousands of other children's letters on the long trip to the North Pole.

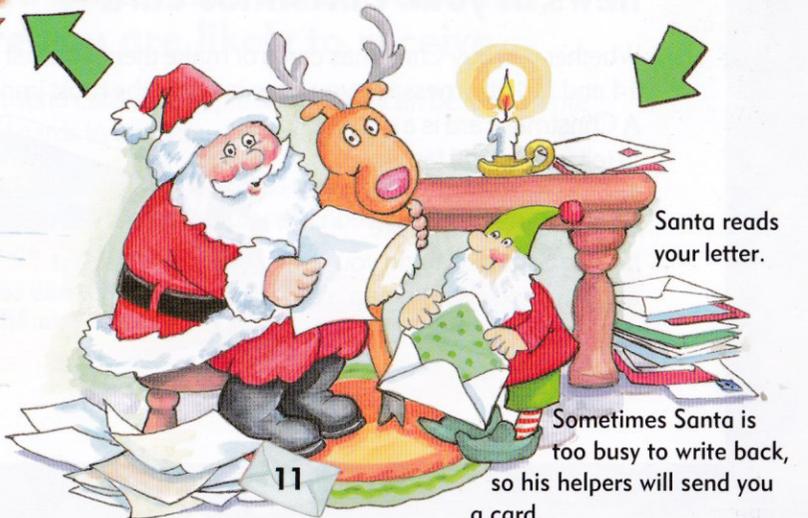
ney  
letter  
nta



and wrap your present  
Santa's sleigh.



The postman or woman delivers your letter to Santa.



Santa reads  
your letter.

Sometimes Santa is  
too busy to write back,  
so his helpers will send you  
a card.

## Sending Christmas cards

Christmas is a time to spend with people you love. But sometimes you can't spend Christmas with all your family and friends – maybe your cousins live far away or your best friend has moved.

Christmas cards are a great way to share Christmas with *all* your family and friends. Sending cards to family and friends who are far away shows that you are thinking of them at Christmas.



## Sharing your Christmas plans and other news in your Christmas card

Whether you buy Christmas cards or make them yourself (see pages 14 and 15), the message you write inside is the most important part. A Christmas card is a good way to tell friends and family what's happening at your house over Christmas, what you are hoping Santa will bring you and anything else you can squeeze in.



## Get into the Christmas spirit with your Christmas card message

People use a number of special phrases to wish each other well over the Christmas season. You probably know some of them:

- Merry Christmas
- Season's Greetings
- Happy Holidays

As the Christmas period is very close to the beginning of the next year, people often say "Happy New Year" or "best wishes for the new year" in their Christmas cards too.

It's fun to get in the Christmas spirit and include one or more of these phrases in your Christmas card message.



## The more Christmas cards you send, the more you are likely to receive

You don't just send cards to people far away. It can be fun to write a list and send cards to everyone you really like.

You can collect all the Christmas cards that you and your family receive, and hang them across a piece of ribbon in the dining room or lounge – your cards will become their own colourful Christmas decoration.



Before you post your Christmas cards, you must address each envelope (see page 9).

## Make your own Christmas cards

Dazzle family and friends at Christmas with a work of art! Making Christmas cards is easy to do and heaps of fun! Following these easy tips you can create your very own Christmas cards – a wonderful gift for the people you love.

 Dig through your drawers and cupboards, and pull out stencils, stickers, stamps, glitter, glue, coloured pens, pencils, paint, coloured paper and scissors – all the things you need to make your very own Christmas cards. You can even cut up old Christmas cards and stick parts of them onto coloured paper.



 **Personalise your Christmas cards by sticking on a photo and decorating around it.**

 To make your card, fold a coloured piece of paper in half. You might want your card to be the shape of a Christmas tree, Santa, a reindeer's head, Santa's sack or even a present. To make your card into one of these shapes, first draw the outline of the shape in pencil, then cut carefully along the pencil lines with scissors.



 Now you are ready to decorate your card. Before you start, think about what you want your finished card to look like. It's a good idea to draw your ideas on the card in pencil first, and then decorate it.



Also follow these tips to make invitations to Christmas parties or gift tags to put with presents.

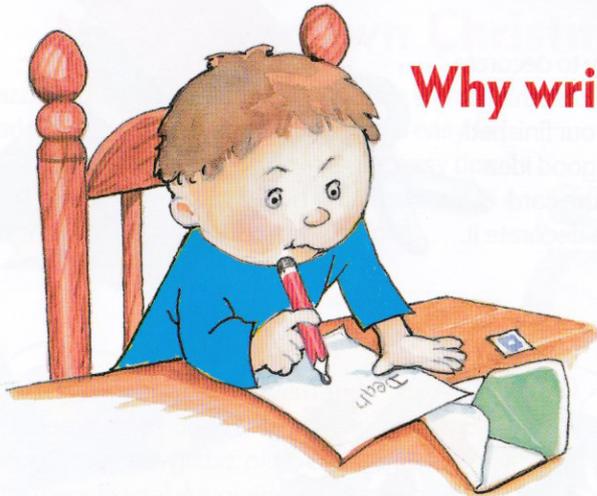


If you are using glue or anything else sticky, make sure it's dry before you write your Christmas message inside the card and put it in an envelope.



Before you post your Christmas cards, you must address each envelope (see page 9).





## Why write letters?

Everyone knows Santa loves receiving letters, but why write to other people? Well, a letter is powerful. A letter contains your message – it is your ideas and thoughts on paper. A letter doesn't vanish into thin air like a phone call. A letter lasts. A letter can be kept and re-read.

### Write a letter to be heard

There are many times when it is better to write a letter. If you need information for a school project, you want to ask the Council about something in your neighbourhood, or you want to get a message to your favourite pop star, it is always best to write a letter. The person you want to speak to is very busy, and they might not be able to talk to you on the phone.

Writing a letter in these situations is a sure way to be heard. Your letter will also be a constant reminder for the organisation, the Council or your favourite pop star to respond to you. Unlike a phone call, a letter won't disappear.

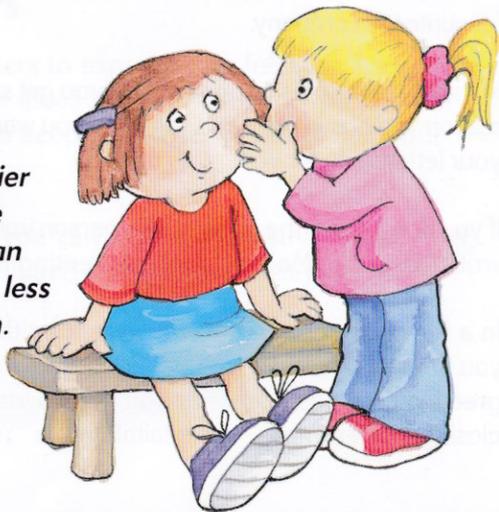


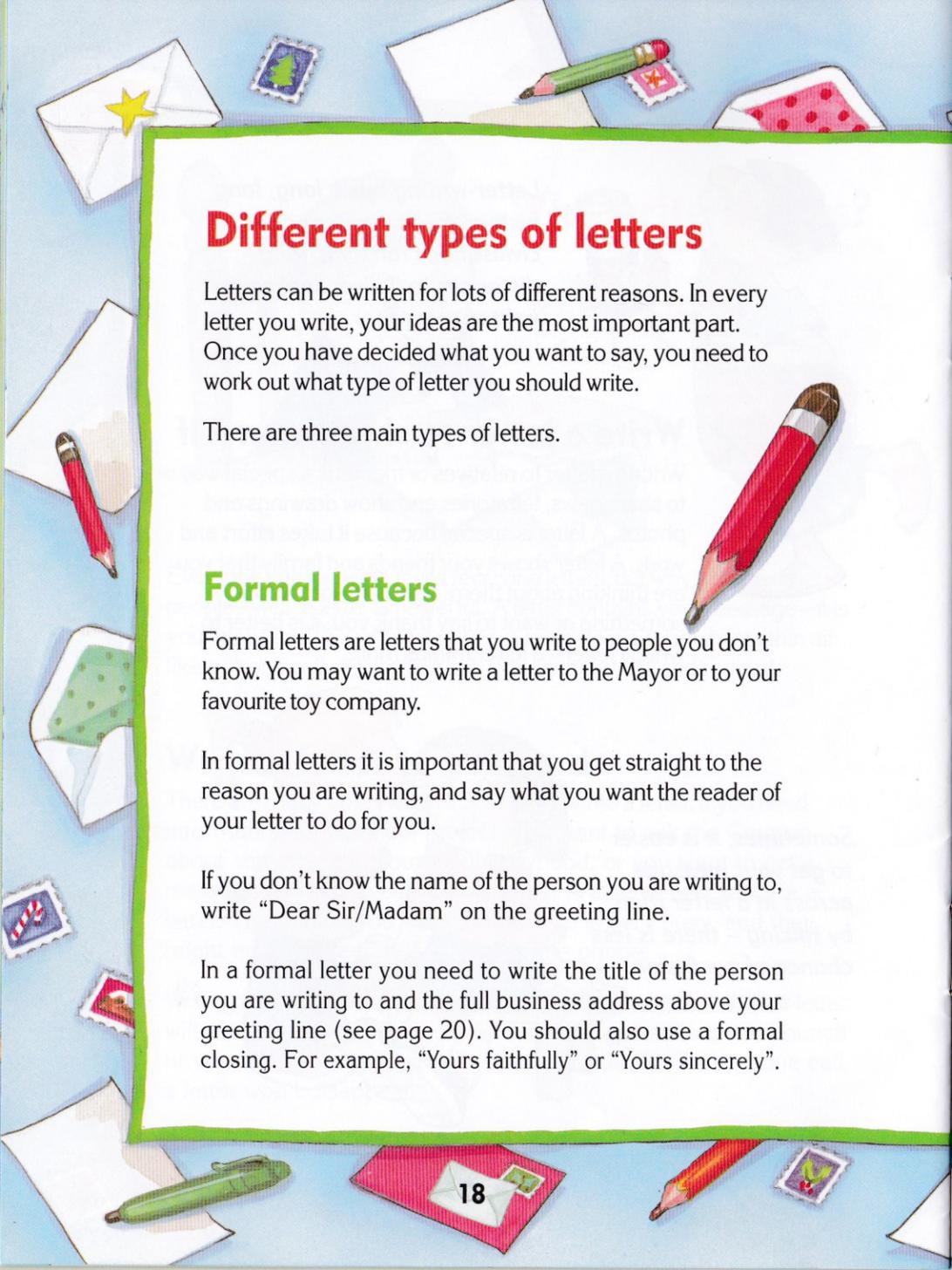
*Letter-writing has a long, long history. Postmen in ancient civilisations ran long, long distances to deliver spoken or written messages.*

## **Write a letter to share yourself**

Writing a letter to relatives or friends is a special way to share news, tell stories and show drawings and photos. A letter is special because it takes effort and work. A letter shows your friends and family that you are thinking about them. If you are sorry for something or want to say thank you, it is better to write a letter – a letter means more.

*Sometimes, it is easier to get your message across in a letter than by talking – there is less chance of confusion.*



The page is framed by a green border. The background is light blue and decorated with various stationery items: envelopes (one with a yellow star, one with a green polka-dot pattern, one with a red polka-dot pattern), stamps (one with a Christmas tree, one with a star, one with a bird), and pencils (one green, one red).

## Different types of letters

Letters can be written for lots of different reasons. In every letter you write, your ideas are the most important part. Once you have decided what you want to say, you need to work out what type of letter you should write.

There are three main types of letters.

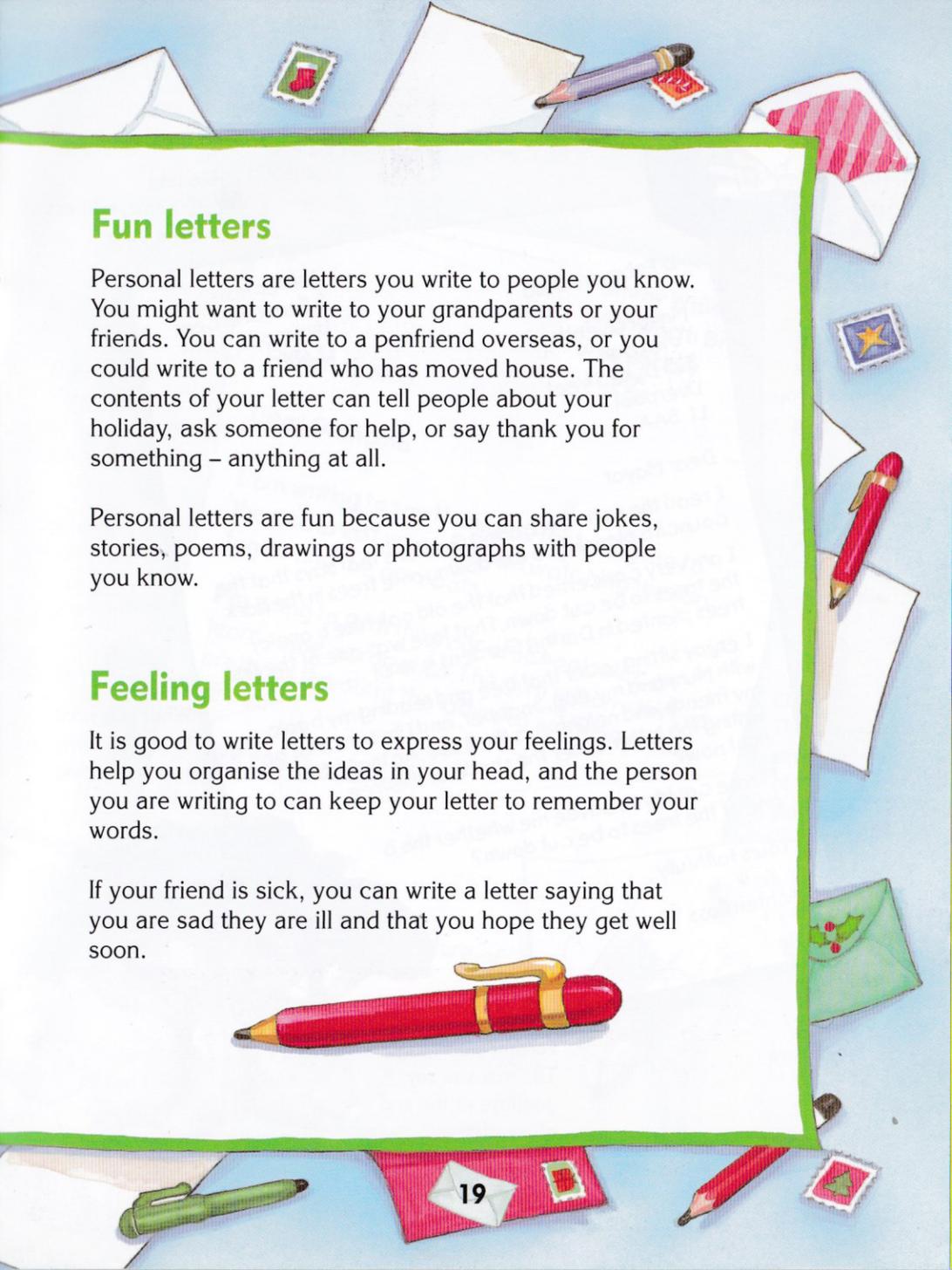
### Formal letters

Formal letters are letters that you write to people you don't know. You may want to write a letter to the Mayor or to your favourite toy company.

In formal letters it is important that you get straight to the reason you are writing, and say what you want the reader of your letter to do for you.

If you don't know the name of the person you are writing to, write "Dear Sir/Madam" on the greeting line.

In a formal letter you need to write the title of the person you are writing to and the full business address above your greeting line (see page 20). You should also use a formal closing. For example, "Yours faithfully" or "Yours sincerely".

A decorative border surrounds the page, featuring various stationery items: envelopes (one with red stripes, one with a star, one with holly), stamps (one with a red stocking, one with a blue star, one with a red Christmas tree), and pens (purple, red, green).

## Fun letters

Personal letters are letters you write to people you know. You might want to write to your grandparents or your friends. You can write to a penfriend overseas, or you could write to a friend who has moved house. The contents of your letter can tell people about your holiday, ask someone for help, or say thank you for something – anything at all.

Personal letters are fun because you can share jokes, stories, poems, drawings or photographs with people you know.

## Feeling letters

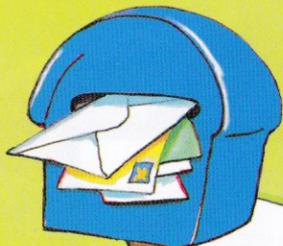
It is good to write letters to express your feelings. Letters help you organise the ideas in your head, and the person you are writing to can keep your letter to remember your words.

If your friend is sick, you can write a letter saying that you are sad they are ill and that you hope they get well soon.



# A formal letter

## Sample letter



### Heading

Your name, address and the date

### Heading 2

Title and business address of the person to whom you are writing

12 February 2005

Mayor Quentin  
Town Hall  
825 Duke Street  
Liverpool  
LI 5AA

Ashten Ross  
5 Fern Crescent  
Liverpool  
LI 6BP

### Greeting

Your hello to the person you are writing to

Dear Mayor

I read the notice in Darling Gardens that says that the council is planning to cut down some trees in the park.

I am very concerned that the old oak tree is one of the trees to be cut down. That tree was one of the first trees planted in Darling Gardens in 1840!

I enjoy sitting under that tree and reading my books with Mum and my dog, Snapper, and I'm sure a lot of my friends and neighbours like it too. Actually, I'm writing this letter under the shade of the tree right now!

Please could you advise me whether this is one of the trees to be cut down?

Yours faithfully

Ashten Ross

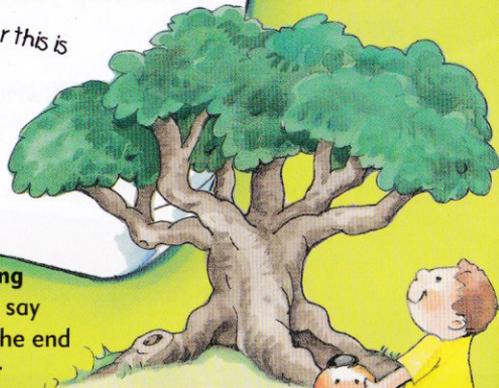
### Contents

What you want to say and why you are writing

Your signature

### Formal closing

The way you say goodbye at the end of your letter



# A fun letter

## Sample letter



### Heading

Your name, address  
and the date

Tammy Walker  
3 Ashworth Drive  
Shrewsbury  
SY135G

15 August 2005

### Greeting

Your hello to  
the person you  
are writing to

Dear Grandma

### Contents

What you want  
to say and why  
you are writing

I am writing to say thank you for taking me to  
the circus last week. I loved watching the lion  
tamer and the acrobats.

I'm going to gym this year at school so I can  
learn some acrobatics. The gym uniform isn't as  
pretty as the outfit the lady was wearing at the  
circus.

I love you Grandma.

### Closing

The way you  
say goodbye  
at the end of  
your letter

### Your signature

Love  
Tammy XXXXXXXX

P.S. I have drawn you a picture of  
the lion tamer.

### Postscript (P.S.)

If you think of something  
else to say, you can add it  
at the end of your letter



### Posting your letter

Your letter's journey starts when you place your letter in the street post box.



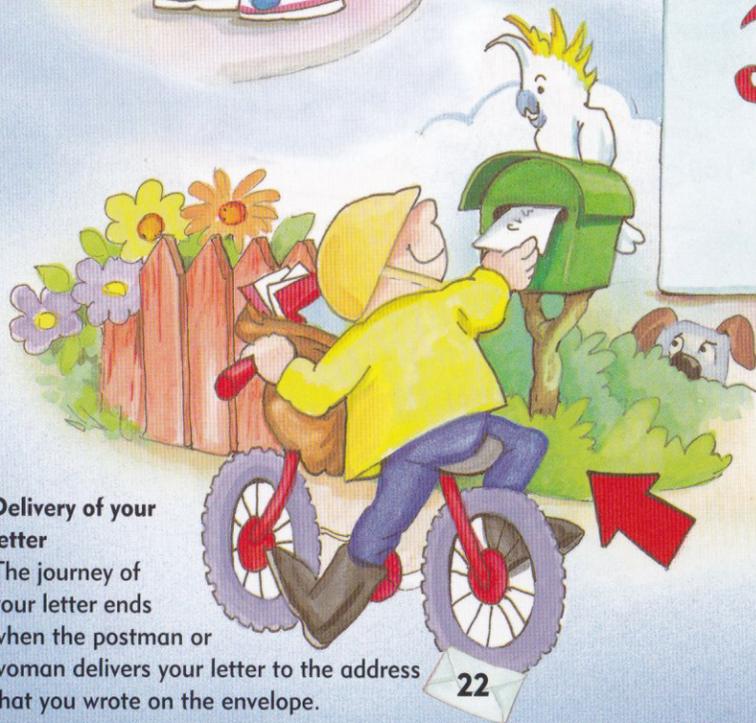
### The Sorting Office

The mail van picks up your letter from the post box and takes it to the sorting office.



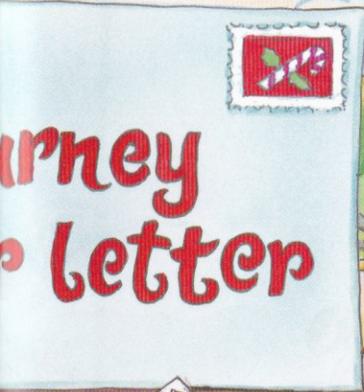
### Delivery of your letter

The journey of your letter ends when the postman or woman delivers your letter to the address that you wrote on the envelope.



### At the Sorting Office

Here the letters are then sorted electronically into different postcode destinations.



### Transporting your letter

Your letter is then taken to the delivery centre closest to its final destination. Depending on where your letter is going, your letter can travel by van, truck, aeroplane, ship and/or train.



### Delivery Centre

At the delivery centre your letter is sorted and then placed in the postman or woman's bag for delivery.

## Letter-writing can be fun!

Writing letters is fun. You might find it a little hard at first – there is a lot to remember. But the more you practise, the easier you'll find it. So keep practising and you'll soon be an expert.

And remember: if you send letters, you will get them too. The more letters you send, the more you'll receive!





Maybe you want to write to Santa to ask him for a bike for Christmas, or you need to write to a company for information for a school project. Or perhaps you want to write to your cousins on the other side of the country.

Well, now you can.

This handy book gives you all the information you need to write to Santa and other important people.

