



1



Get a piece of paper, a pencil or pen, an envelope and a First-Class Mail postage stamp.

3



Tell him what type of year you've had. Be honest. He knows!

5



If you want clothes and shoes, include size, style and color.

7



Add your return address. This includes your full name, your street address, apartment number (if applicable), city, state and ZIP Code™.

You might need an adult's help!

9



Fold the letter and put it inside the envelope.

11



Put the postage stamp in the upper right corner of the envelope. This is so the Postal Service can send it to Santa.

2



Use the paper to write your letter. Start with "Dear Santa."

4



Ask for the things you want.

6



If you want toys, games and books, include names and titles.

8



Sign your name.

10



Put the same return address you included in your letter, in the upper left corner of your envelope.

Seal your envelope.

12



In the middle of the envelope, write the address the letter is going to:

**SANTA CLAUS  
123 ELF ROAD  
NORTH POLE  
88888**