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LETTERHEAD TEMPLATE



FROM THE DESK OF

Santa Claus



Dear Helen

Ho, ho, ho! Greetings from the North Pole! I hope this letter finds you in good spirits, and I must say, I'm very excited to be writing to you.

First, I want you to know that I've been keeping a close eye on you this year, and I'm impressed with how well you've been doing. You've been very [mention a few positive behaviors, like being kind, helpful, or polite], and that makes me very proud. I've heard that you've been wishing for [mention