

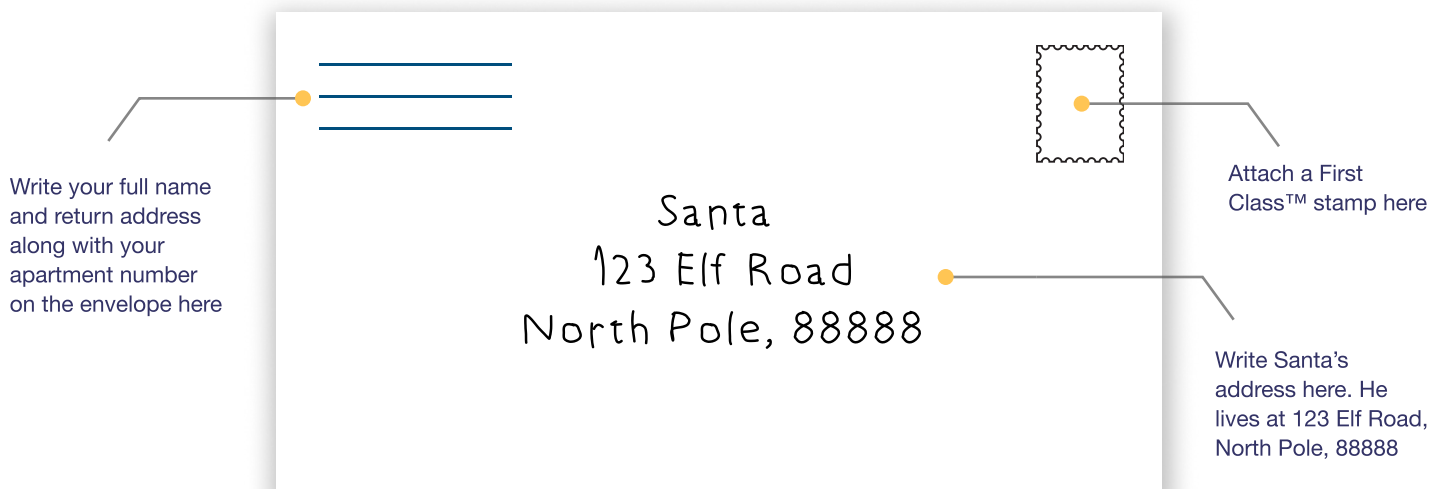
USPS  
**OPERATION  
Santa®**

## Santa can't wait to hear from you!

The USPS® Operation Santa program has been a tradition for more than 100 years. We're excited to help deliver even more magic this holiday.

To participate, write a letter to Santa, making sure to include any relevant details—such as age, shoe size, home address, etc. Don't worry, we will hide private information from the public.

### How to address your envelope to Santa



Families should put their letters all in one envelope to ensure they stay together. If you're sending letters as a group, indicate your organization's name on the envelope, but make sure each letter inside has its own return address.

Letters should be postmarked by **December 11**. Although the sooner a letter is received, the more likely it is to be fulfilled by December 25.



Copyright © 2023. All rights reserved.

USPS  
**OPERATION**  
**Santa**<sup>®</sup>

## Writing to Santa: A Helpful Guide

Whether your children are old enough to write on their own or need more help, these suggested prompts might get the ideas flowing—and pencils moving. You can use the provided templates or any paper at all.

### **What does it mean to write a letter to Santa?**

We might reflect on what we have, what we are thankful for and what we might wish for. Or, we might make wishes we would only make at this time of year to Santa.

### **What do we want to ask Santa for?**

Think of things we need and things we want, knowing both are OK to ask for. Perhaps we might mention our siblings or parents.

### **What are the 7 key parts in a letter to Santa?**

1. Greeting (Dear Santa, for example)
2. Introduction (My name is Susie, for example)
3. Why he should visit you (I have been good this year, for example)
4. What you want (Toys and clothes, for example)
5. Some detail (Shoe size or coat size, for example)
6. Closing (Thank you Santa, for example)
7. Signature (Love Susie, for example) with your full home address



Copyright © 2023. All rights reserved.

USPS  
**OPERATION  
Santa®**

## Writing to Santa: A Helpful Guide, Continued

### **Do we want to decorate our letter to make it even more special?**

We can draw a picture of Santa, gifts we like, our family, or anything at all. Skip 3D art like glitter, glue or noodles—it's cute, but makes the letter tough to sort!

### **What are the 3 key parts on an envelope to Santa?**

1. Your full name and home address, including any apartment number
2. Santa's special address, so we know Santa will get it
3. A stamp, so that the United States Postal Service can deliver it to him

### **Where do we put our envelope when it is sealed and ready?**

We can give it to the mail carrier who visits our home, put it in our mailbox or a blue collection box, or give it to our teacher, counselor or other adult to send it.



Copyright © 2023. All rights reserved.



Dear Santa,

Thank you,

---

<hr/>		
Address Line 1		
<hr/>		
Address Line 2		
<hr/>		
City	State	ZIP Code™



