



**Letter to Santa  
Envelope Decoration**  
by LAURA K SAYERS

Attach your ribbon behind here so  
you can hang your letter on the tree!



*Instructions:*

- 1. Print this page and the next out onto paper; something slightly thicker than normal printer paper is perfect, but not cardstock.*
- 2. Cut the envelope template out using scissors or a craft knife. You can follow the light blue dotted line to get a rough cut and then go back and trim the white edges down to the design to get a neat cut if you're using scissors. Make a note of where the lines labelled A, B, C and D are.*
- 3. Turn the template over so the text is down on the desk and fold along those lines - you're folding in the four flaps of the envelope. You may need to score the fold lines with a ruler and craft knife depending on the paper you're using.*
- 4. Attach a loop of string or ribbon inside one of the corners of the envelope with some tape.*
- 5. Add a small amount of glue or double sided tape on the two flaps and bring the envelope together with the ribbon sticking out of the side.*
- 6. Cut out a stamp of your choice and affix to the front with glue.*
- 7. Cut out the letter template, write your Christmas list to Santa and fold it in half. Slip it into the envelope and glue the flap down if you want to keep your presents a secret!*

Dear Santa,

Cut out and fold in half -  
don't forget to add your  
message to Santa!



STAMPS



Choose your favourite and  
add it to your envelope



from 