



To Whom It May Concern:

Since 1934, the Pasadena Junior Chamber of Commerce and Operation Santa have brought toys and a visit from "Santa Claus" to tens of thousands of children in the Pasadena area. **And it all starts with a letter.**

Children in Pasadena can write a letter to "Santa," and a team of Junior Chamber (Jaycee) volunteers will read and record it. From there, toys are donated, collected and purchased to best meet the requests of each individual child. Children with greater needs will be given priority. Additionally, this year, special attention will be paid to emphasizing books and STEM-related toys. Also, while the Operation Santa project was originally rooted in the Christmas holiday, children from all backgrounds and religions are encouraged to write letters to celebrate the season.

Letters to Santa must be legibly written by the child in his or her own words. The letter must include the child's name, age and address. The use of the enclosed letter-writing template is encouraged. Letters should be sent via mail to:

Santa Claus  
474 W. Walnut St.  
Pasadena, CA 91103

Letters can also be submitted digitally at [opsanta.com](http://opsanta.com).

Throughout November and December, over 50 Santa teams will be coordinated from volunteers in the community and Jaycee members. On December 24, these groups of Santas, Mrs. Clauses and elves will hand deliver the toys collected to each child who wrote a letter.

The Pasadena Jaycees will be accepting letters to Santa until December 10 via mail and until December 20 via digital submission at [opsanta.com](http://opsanta.com). Those interested in donating toys or volunteering as part of a Santa team can find details at [opsanta.com](http://opsanta.com), as well.

Thank you for your part in spreading toys, cheer and hope to children in the Pasadena community.

Happy Holidays,

A handwritten signature in black ink that reads "Natalie Andres".

Natalie Andres  
678-591-6548  
[nandres@pasadenajaycees.org](mailto:nandres@pasadenajaycees.org)