



Letters From Santa

Request Form



Help make your child's Holiday Season extra special this year with a personal letter from Santa Claus! The Portage Park & Recreation Department has made special arrangements with the North Pole to write a letter to any child who requests one! Please complete this form and return it by mail, email, or drop off to the Portage Park & Rec Department.

Address: 401 Cemetery Road, Portage, WI 53901

Email: mike.percy@portagewi.gov

Phone: 608-742-2178

Request Forms must be submitted by December 10th in order to guarantee delivery before Christmas. Please complete a separate form for each child.

Child's Name: _____

Any gift requests? (We will not promise or guarantee any specific gifts or presents! This can be left blank if you prefer) _____

Any reminders or behaviors that you would like 'Santa' to mention? (ex: remember to make your bed, be nice to your brother/sister, help clean the table, etc.)

Is there a brother, sister, pet, or special friend you'd like 'Santa' to mention?

Mailing Address: _____

Are there any other children at this mailing address that you submitted a request form for? If so, please list their names here so we can mail them all together:

