

Addressing an Envelope

To mail your letter, the Post Office needs to have three things:

1. The “Return Address”

In the top left-hand corner, include your name on the first line, your street address on the second line, and your city, state, and zip code on the third line.

2. The “Mailing Address”

In the center of the envelope, write the name of the person to whom you want the letter delivered. On the second line, write the person’s street address, and on the third line, write the city, state, and zip code.

If you are sending the letter to a business, write the company’s name above the recipient’s name.

3. A Stamp

Place a first-class stamp in the upper right-hand corner of the envelope.

Here is an example you can use when addressing your own envelope:



Remember to use neat handwriting!
Don't forget to seal your envelope before dropping it in a mailbox!

Name: _____

I Can Write My Address

Directions: Write your address on the envelope and postcard below.

Legoland Contest
Legoland
Florida



Dear _____,

We are having a great time at our family reunion. I hope you are having a great time at school! See you soon.

Chuckie


