

Addressing an Envelope

Return
Address

Sender's Name
Street Address
City, State Zip Code



Stamp

Address

Recipient's Full Name
Street Address
City, State Zip Code

Be sure to write *neatly* when addressing your envelope so your letter will reach its correct destination. Include the following three items:

ADDRESS: This is the name and address of the person (recipient) you are sending the letter to. On separate lines write:

- Recipient's Full Name
- Mailing Address
- City, State and Zip Code

Use postal abbreviations when writing the state. Postal abbreviations are written in capital letters without periods or other punctuation. The postal abbreviation for Texas is TX.

RETURN ADDRESS: This is the information about the sender of the letter. In the top left corner on separate lines write:

Your full name Your Mailing Address Your City, State and Zip Code

STAMP: In the top right corner of the envelope you place a postage stamp. This pays for the delivery of the letter. The price has increase; be sure you have enough postage on your thank you letter.

Your Full Name
Your Mailing Address
City, Texas Zip Code



Buyer's Full Name
Street Address
City, State Zip Code

Address Template

WJ Hussar



Address Template:

Delve into the emotional tapestry woven by Emotional Journey with in Dive into the Emotion of **Address Template** . This ebook, available for download in a PDF format (*), is more than just words on a page; itis a journey of connection and profound emotion. Immerse yourself in narratives that tug at your heartstrings. Download now to experience the pulse of each page and let your emotions run wild.

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