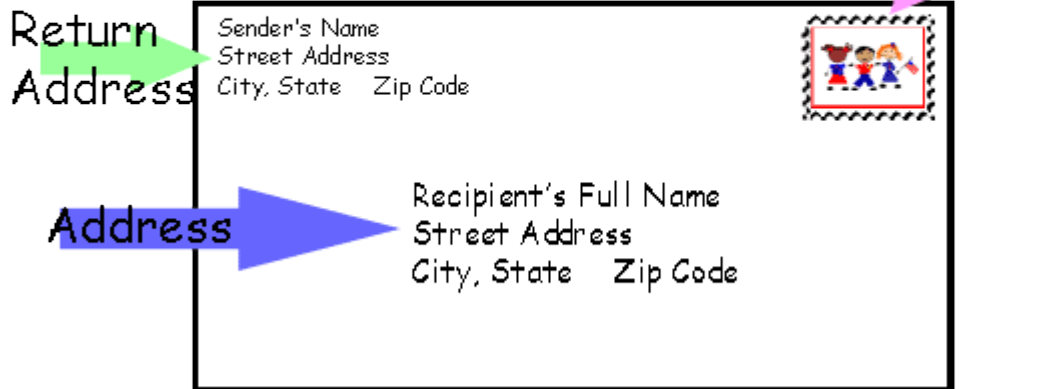


# Addressing an Envelope



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.

