## How to Address an Envelope "1st Class Mail"

"Return Address" Your name Sally Girl and address 2345 Quiet Lane so the letter Little Town, OR can be returned 21212 to you if the P.O. cannot deliverit.)

Put a 1st Class Stamp in the TOP RIGHT CORNER

> "RECIPIENT" (the person or business the letter is for)

Line 1: their NAME

Line Z: their HOUSE NUMBER and STREET NAME (OR the Post Office Box (P.O. Box) number)

Line 3: their CITY + STATE

Line 4: their ZIP CODE (the zip Code can be on line 3)