

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	
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software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive

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