



## LETTER WRITING

### Addressing and Envelope Instructions – Letter Writing

#### Addressing an envelope

When addressing an envelope it is important to write neatly so that the address can be read by the sorting machines. If you know that your handwriting can be messy, ask a parent, teacher or friend to address your envelope for you.

It is also important to make sure that you write the address in three lines and that everything is in the correct spot.

Follow these steps when addressing an envelope and you cannot go wrong.

1. On the front of the envelope write:

- the name of the person you are sending the letter to
- their street address or post box number
- their suburb (in capital letters) and their state
- the postcode.

2. Add a stamp to the front, top, right-hand corner of the envelope.

3. Write your name and address on the back of the envelope.

