



LETTER WRITING

Addressing an Envelope Instructions

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. Sometimes, if you write your return address in large font or on the front of your letter, your letter might be sent to you instead of the person you intended to receive the letter!

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

1. On the front of the envelope write:
2. the recipient's name
3. their street address or post box number
4. their suburb (in capital letters) and their state
5. the postcode.
6. Add a stamp to the front, top, right-hand corner of the envelope.
7. Write your return address on the back of the envelope.

