

# HOW TO ADDRESS AN ENVELOPE

J. SITTIZEN 123 MAIN ST ANYTOWN AB 23456-7890	<b>YOUR NAME AND ADDRESS</b>	STAMP
	BIGSHOT HOTWIG HOTWIG INDUSTRIES 123 FACTORY BLVD ANYTOWN AB 987654-4862	<b>THEIR NAME AND ADDRESS</b>

The United States Postal Service (U.S.P.S) prefers:

Type or use a pen to address the envelope.

Put the delivery address and the return address on the same side of the envelope.

Put the delivery address in the center, along the long side of the letter.

Put the return address in the upper-left corner.

Put the stamp in the upper-right corner.

Use all capital letters in the address and return address. Capital letters are easier to read.

Don't use punctuation in the address

Use standard abbreviations for streets (ST, BLVD, RD, etc.)

Use standard abbreviations for states.