HOW TO
ADDRESS AN ENVELOPE

J. SITIZEN
123 MAIN ST
ANYTOWN AB 23456-7890

BIGSHOT HOTWIG
HOTWIG INDUSTRIES
123 FACTORY BLVD
ANYTOWN AB 987654-4862

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.

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