

# ENVELOPE



# All envelopes include the following elements for both the sender and receiver.

- Name of the individual or company
- Department or division
- Company name
- Street address (with any apartment, suite, or floor numbers on the same line)
- Post office box number
- City, state, and ZIP code
- Country (if sent to another nation)



The envelope should be a standard size that matches the stationery

Fold the letter twice so that it is creased to make thirds. This will fit easily in a standard envelope, and it is easy to unfold.

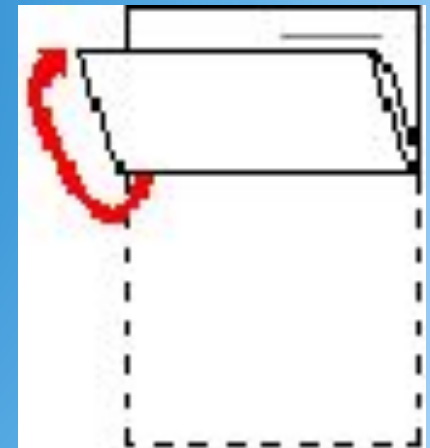
Unfolded



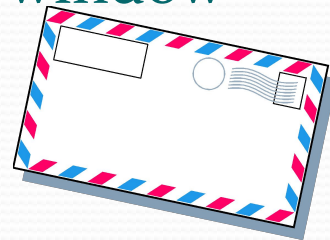
First Fold



Second Fold

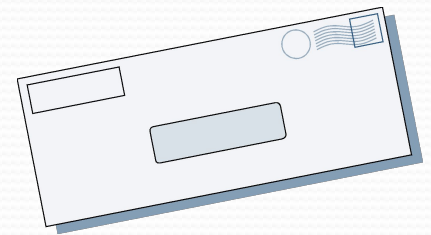


- The address of the recipient is in the middle of the envelope, beginning approximately halfway down.  
(Be sure it is mostly below the stamp, or it may get covered over by the cancellation.)
- The return address is in the upper left hand corner. This is not necessary to type in if the stationery is preprinted with the return address.
- If you are using business envelopes with a window, fold the letter so that the inside address shows through the window.
- Use the block style letter if the envelope has a double window. This will make the return address appear in the upper window of the envelope.



Some correspondents include an attention line near the lower left corner for routing purposes. This is normally part of the main address unless space is a factor. It may be a department or a person's name.

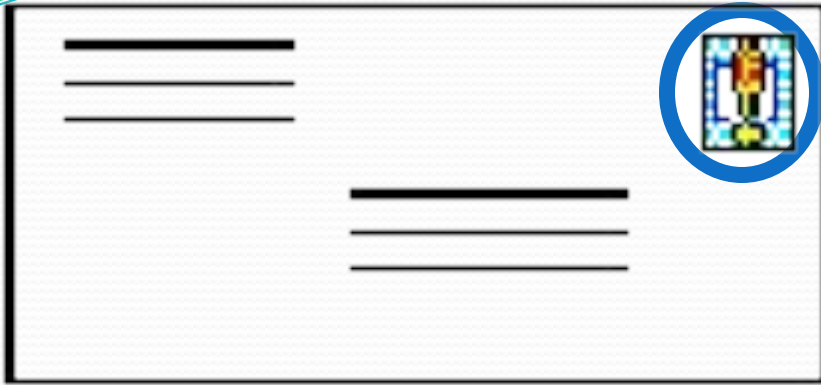
**ATTN: RETURNS DEPT.**



Due to variations in stationery size, it may be necessary to fold a personal letter differently to fit in the envelope that matches the stationery.

If the personal letter is in a small envelope, the return address may be written on the envelope flap after the envelope is sealed

# Postage



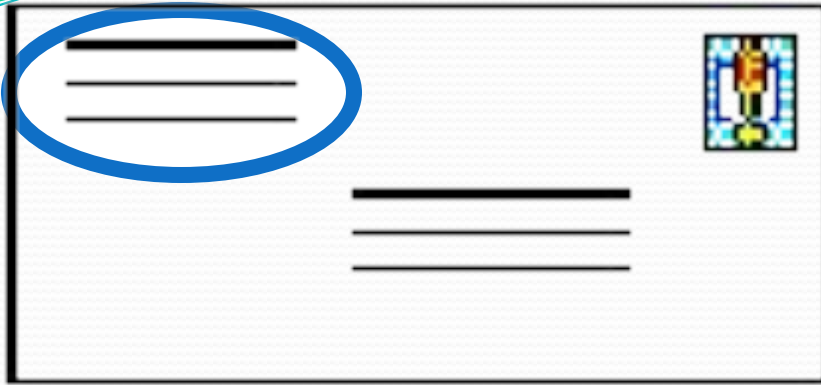
The postage (stamp, meter imprint, or prepaid imprint) goes in the upper right hand corner



# Postage

- **Do not cover a stamp with adhesive tape.**
- **Make sure the stamp is positioned so that its cancellation will not affect the addresses.**
- **Be sure there is enough postage. Always check letters of more than three pages, letters with inserts, or letters to foreign countries for correct postage. There are few things that will annoy a correspondent more than having to pick up and pay for a postage due letter.**

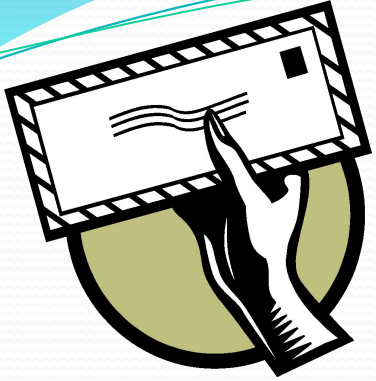
# Return Address



This goes in the upper left hand corner of the front of the envelope. It should include a complete address so that the letter can be returned if necessary

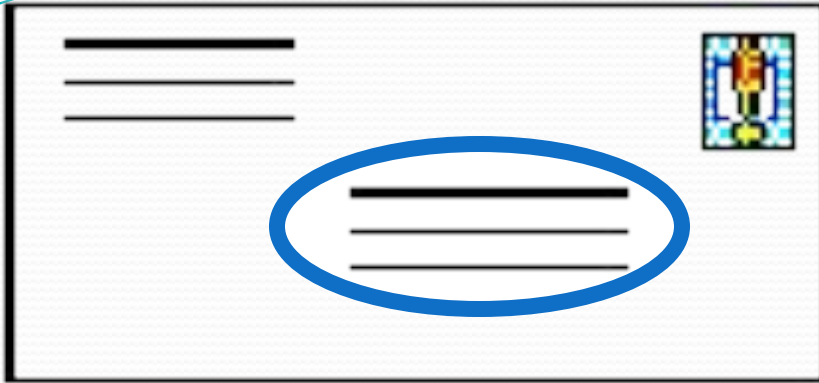


# Return Address



- You do not have to type this in if you are using stationery preprinted with the return address. Stickers or rubber stamps may be used, although a sticker with a return address usually is reserved for personal letters.
- If using an envelope with a double window, make sure the letter is folded and inserted so that the return address shows through the upper window.
- With some personal letters written on stationery with a small envelope, it may be necessary to put the return address on the envelope flap after sealing the envelope.

# Address

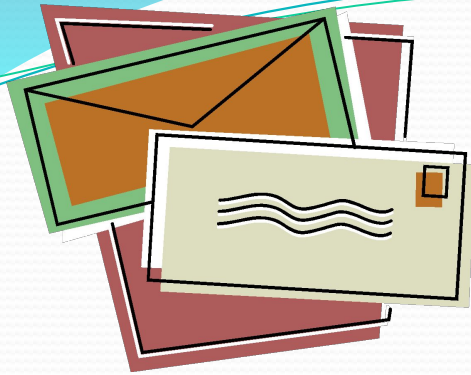


The name and address of the recipient should be centered on the envelope. Make sure the address begins far enough down on the face of the envelope so that it will not be covered by the cancellation

# Address



- If you are using envelopes with windows, make sure the address appears clearly through the window.
- An "Attention Line" for routing normally appears on the main address, but if there is a space limitation, it may appear in the lower left hand corner of the envelope.
  - Addresses on envelopes are normally single-spaced.



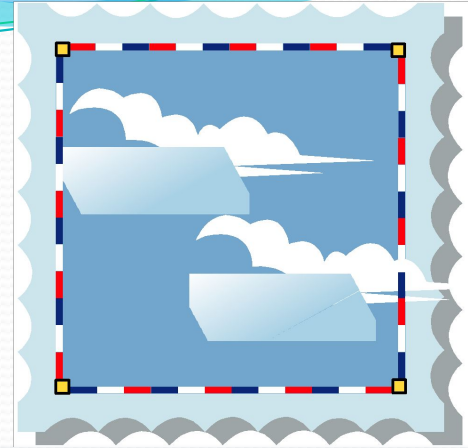
# Address

- Miss Abigail Beecher  
Department of History  
Klondike Regional High School  
Dawson, Yukon EFG 123 Canada

## **With Attention Line:**

- Department of History  
Attention: Miss Abigail Beecher  
Klondike Regional High School  
Dawson, Yukon EFG 123 Canada

# U.S. POSTAL GUIDELINES



Return address area

Postage area \_\_\_\_\_

Logo or advertising area

Suggested address area

-1" -  
(2,54 cm)

Nonaddress information \_\_\_\_\_  
Name of addressee \_\_\_\_\_ MR CHADRA SINGH  
Name of company \_\_\_\_\_ CAMPUS CAFÉ  
Street address \_\_\_\_\_ 102 N. OAKLAND  
AVE  
City, state, zip code \_\_\_\_\_ BERKEYLEY CA  
94012  
Country \_\_\_\_\_ USA

5/8"

-1" -



## According to the U.S. Postal Service, the address should follow these guidelines:

- Print or type the information in black or dark ink, all capital letters; avoid using italics or exotic typefaces.
- Double-space the entries if possible; if there are too many lines in the address, single-space the entries.
- Omit all punctuation in the addressee's title or initials, in the company name, in the street address, or in the city and state line.
- Include floor, suite, apartment, and directionals (north, east, etc.); use Postal Service abbreviations.
- Put two spaces between work groups such as street address and suite or apartment number – and between city and state – and two to five spaces between the state and ZIP Code.
- Use the two-letter abbreviations for states and other regions.
- Use the ZIP Code or the ZIP + 4 Code to speed up processing your mail.



An address following these guidelines  
would look like the following:

ATTENTION: DARLENE F. COSWELL  
AMERICAN DATANET CORPORATION  
43 S MARINO DR SUITE 600  
SAN FRANCISCO CA 94115-4398  
USA

MS DARLENE F. COSWELL  
VICE PRESIDENT-FINANCE  
AMERICAN DATANET CORPORATION  
43 S MARINO DR SUITE 600  
SAN FRANCISCO CA 94115-4398  
USA

# For special features in the address, use the following guidelines:

- For formal letters do not abbreviate compass directions in the street address unless they follow the address: **124 South Fairbanks Avenue** *but* **124 Fairbanks Avenue SW**
- Type notations for special mailing instructions (SPECIAL DELIVERY, EXPRESS MAIL, PRIORITY MAIL) in capitals two lines *below* where the stamps are placed.
- Type the attention line *above* the company name; you may type either “Attention” or “Attn.”

**ATTN: GREGORI STANISLAVSKI  
A-V IMPORTS  
87 MIAMI LANE  
ORLANDO FL 33210  
USA**



# For special features in the address, use the following guidelines:

- Type the Personal or Confidential line two lines above and just to the left of the address.

## Personal

MR RANDAL YU  
HOME STATE BANK  
922 ARLENE BOULEVARD  
MADISON WI 51443  
USA



# Common Address Abbreviations

● Avenue	AVE	● East	E
● Expressway	EXPY	● Heights	HTS
● Hospital	HOSP	● Institute	INST
● Junction	JCT	● Lake	LK
● Lakes	LKS	● Lane	LN
● Meadows	MDWS	● North	N
● Palms	PLMS	● Park	PK
● Parkway	PKY	● Plaza	PLZ
● Road	RD	● River	RV
● Shore	SH	● Rural	R
● Square	SQ	● South	S
● Terrace	TER	● Station	STA
● Union	UN	● View	VW
● Village	VLG	● West	W