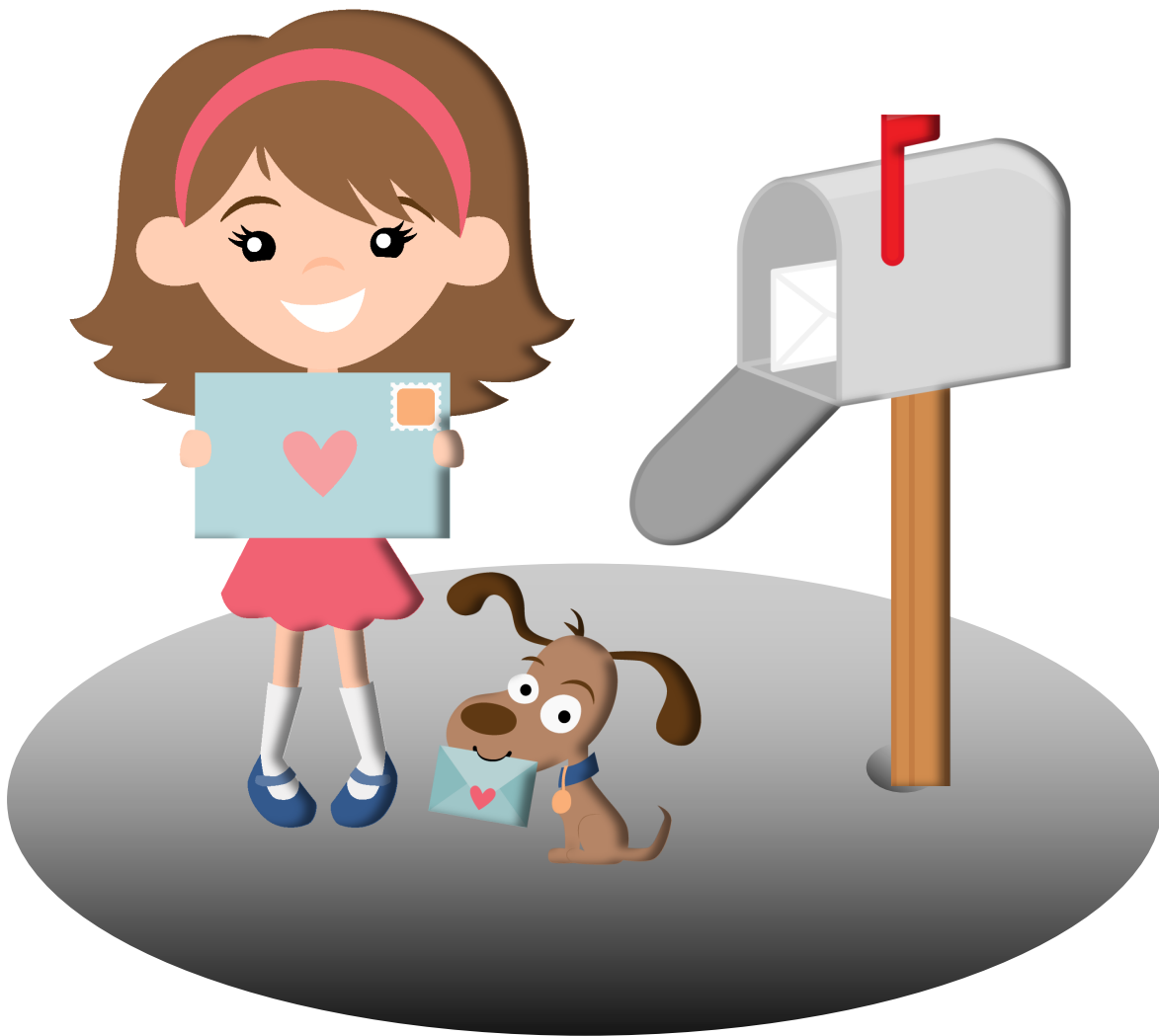


I can SEND Mail





## I can send Mail

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Story Tribe

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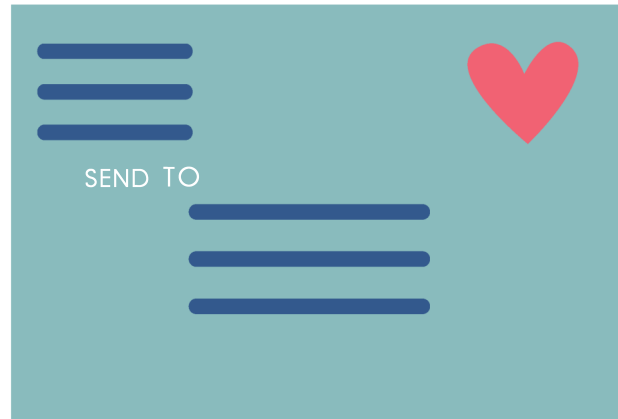
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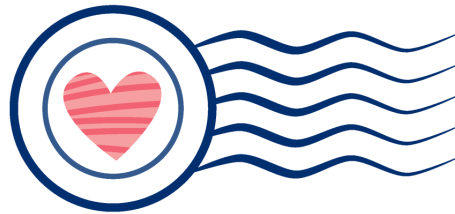


# HOW TO ADDRESS AN ENVELOPE

When sending a card or letter, you need to write the address for the person you want to send the mail to in the SEND TO section of the envelope. This section is located in the middle part of the envelope toward the bottom. You should include the person's name, street address, the city where they receive mail, state, and zip code.



A zip code is a numerical code assigned by the postal service that identifies the post office where the mail gets sent. The postal workers at that post office then sort the mail for delivery to each person.



On the lines below, write the information for who you want to send your card or letter or use the example address.

Name:

---

Street:

---

City, State Abbreviation, Zip Code

---

Example: Sally Groves  
1234 Oak Street  
Pine Grove, MA 01234

# WHERE TO WRITE A RETURN ADDRESS

From:



When sending a card or letter you also need to include a the Return Address. This is where you write who the card or letter is from. When you send mail to someone you need to let the postal workers know where you want to send your mail, and include a return address in case it can't be delivered for some reason.

Write this information on the upper left corner of the envelope. Often, this is written in smaller lettering. In that section you should include your name, your street address, your city, state and the zip code for where you live.



On the lines below, practice writing your own address.

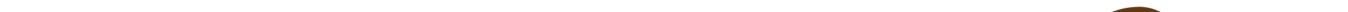
Name:



Street:



City, State Abbreviation, Zip Code



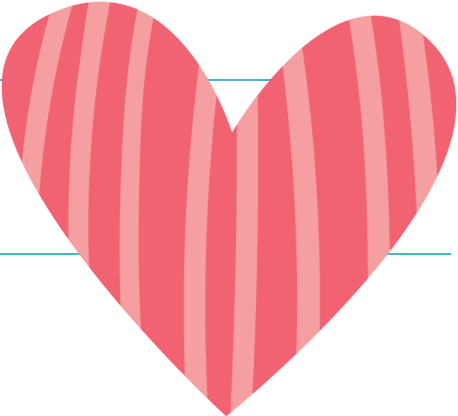
# PRACTICE ADDRESSING AN ENVELOPE

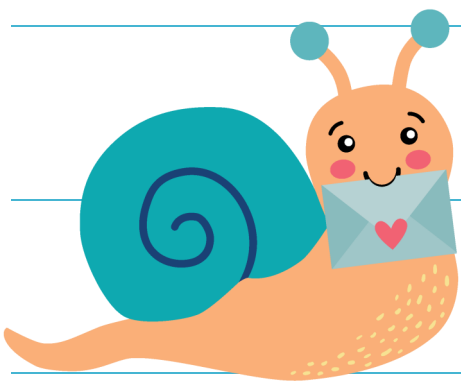


Use the envelope below to practice addressing an envelope. Be sure to include the address of who you want to send your card or letter and also your return address. Cut out the postage stamp picture from the extras page and glue it to the envelope in the upper right corner.

A template for an envelope with a red and blue striped border. It features a rectangular area for a postage stamp in the upper right corner, three horizontal lines for the return address on the left side, and three horizontal lines for the recipient's address in the center.

Blank lined writing paper with 15 horizontal blue lines.





# EXTRAS

Cut out the extra envelope and stamp templates to use for more practice.

