

# How to Address an Envelope



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Your name

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PO Box Number or  
House Number and Street Name

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City, State, Zip Code



Your address is  
the Return  
Address.

**Next is your destination  
address.**

**It goes in the center of  
the envelope.**

Mr. John Doe

Write first and last names.

123 Cherry Ln.

House number and Street name or  
PO Box and Number

Hickory, NC 28601

City, State, and Zip Code

Don't forget  
your stamp!

Mrs. Jane Smith  
PO Box 786  
Lenoir, NC 28645



Mr. John Doe  
123 Cherry Ln.  
Hickory, NC 28602



Mail your letter!