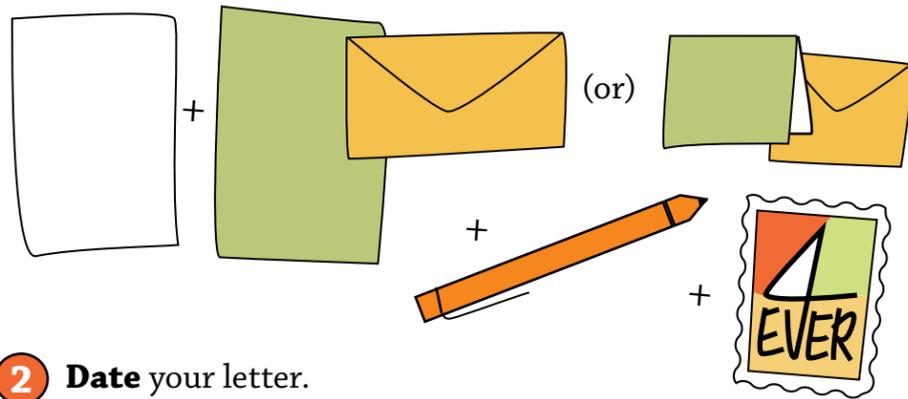


AL AK AZ AR CA CO CT DE DC FL GA HI ID IL IN IA KS

# ELEMENTS of a Letter

KY LA ME MA MI MN MS MO MT NE NV NH NJ NM NY NC

- 1 Start by gathering your materials:** Scratch paper (if you want to draft your letter first), stationery (or greeting card), pen, and a stamp.



- 2 Date** your letter.
- 3 Salutation:** This is where you say hello. It usually begins with Dear followed by the person's name and a comma.
- Start the **BODY** of your letter here. When you write, consider using a pen or marker. Pencil can be difficult to read.
- CLOSING:** This is where you sign-off: With love (if appropriate), All the best, Best wishes, or Write soon!
- Your **SIGNATURE** goes below the closing.
- P.S.** (postscript) for that thing you forgot to write in the letter.

## Mailing and Return Address (usually 3 lines)

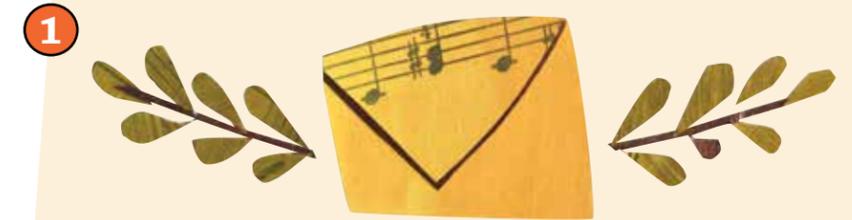
- The **return address is YOUR address.** Write your name and address in the upper left corner on the front of the envelope (or you can write it on the back of the envelope, on the flap).
- The **mailing address tells the post office to whom (and where) your letter is going.** It includes the name of the person to whom you are writing and their address. Always on the front of the envelope.

### The return address and mailing address are formatted the same:

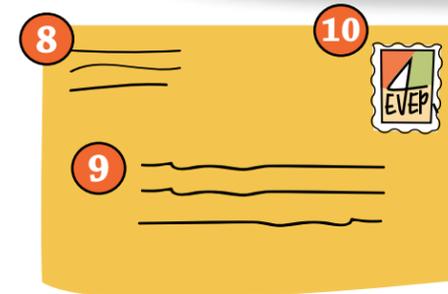
Mr./Ms. First and Last Name  
Street Address/Apt.# (or PO Box #)  
City/Town, State, Zip Code

- The STAMP** goes in the upper right corner on the front of the envelope. A first-class forever stamp (currently 49¢) is good for letters and cards (weighing 1 oz.) and holds first-class value even if postage rates go up.
- MAIL YOUR LETTER!** Drop it in a blue collection box, or take it to the post office.

For more inspiration, visit:  
[www.postmark1206.com](http://www.postmark1206.com)



- 1** **2** **3** **4** **5** **6** **7**
- Date
- Dear \_\_\_\_\_,
- This is the **BODY** of your letter. Jump right in.  
Tell a story, or write about something you did. Share a recipe, the title of a good movie you just saw, or a book you read.  
Underline important words and use exclamation marks if you're really excited!  
And that's it.
- Sign off here,
- Your Name  
xo\*
- P.S. If you forgot something or want to add something, put it here.



[envelope front]



[envelope back]

\*xo = kisses and hugs (only when appropriate)

ND OH OK OR PA RI SC SD TN TX UT VT VA WA WV WI WY