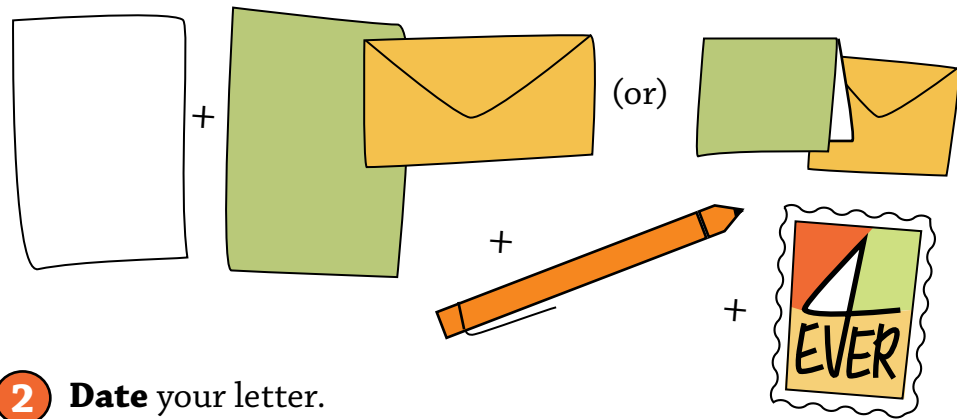


AL AK AZ AR CA CO CT DE DC FL GA HI ID IL IN IA KS

ELEMENTS of a Letter

KY LA ME MA MD 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.
- 4 Start the BODY** of your letter here. When you write, consider using a pen or marker. Pencil can be difficult to read.
- 5 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)

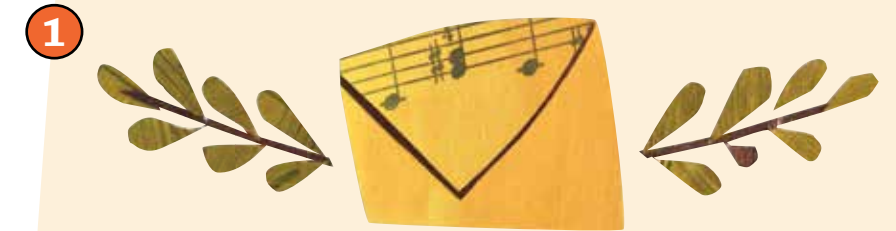
- The **return address is YOUR address.** Write your name and address in the upper left corner on the front of the envelope (or you can write it on the back of the envelope, on the flap).
- The **mailing address tells the post office to whom (and where) your letter is going.** It includes the name of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

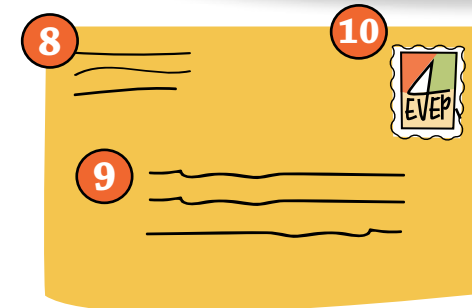
Mr./Ms. First and Last Name
Street Address/Apt.# (or PO Box #)
City/Town, State, Zip Code

- 10 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.
- 11 MAIL YOUR LETTER!** Drop it in a blue collection box, or take it to the post office.

For more inspiration, visit:
www.postmark1206.com



- 1** (circled)
- 2** Date
- 3** Dear _____,
- 4** 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.
- 5** Sign off here,
- 6** Your Name
xo*
- 7** 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