

## **How to Address an Envelope**

### **Step 1 – Choose the Envelope**

- Make sure the **Thank You Card** fits easily into the envelope provided and the back flap folds closes easily.

### **Step 2 – Choose the Correct Example**

- Select an example to refer to according to the school you attend. The examples are on the reverse of this paper.

### **Step 3 – Return Address**

- Make sure the envelope is not upside down.
- The return address is written in the upper left-hand corner of the envelope. Sometimes, with very small envelopes, the return address is written on the back flap of the envelope.
- Use a pen with blue or black ink.
- Make sure your writing or printing is very legible.
- Should you make a mistake, carefully apply white-out. Do not scribble out your mistake.

### **Step 4 – Recipient's Address**

- The recipient's address is written in the centre of the envelope.
- Copy the information from the large box on your **After Placement Package** paper.
- Make sure to leave room for the stamp in the upper right-hand corner of the envelope.

### **Step 5 – Final Steps**

- Return to **How to Write a Thank You Card**.
- Complete **Step 11 – Adding Enclosures** and **Step 12 – Final Step**.

## Examples

### Charles Hays Secondary School

Charles Hays Secondary School  
Box 520  
Prince Rupert, BC  
V8J 3R7

Stamp

Business' Name  
Supervisor's Name  
Street Address  
City, Province  
Postal Code

### Pacific Coast School

Pacific Coast School  
Box 520  
Prince Rupert, BC  
V8J 3R7

Stamp

Business' Name  
Supervisor's Name  
Street Address  
City, Province  
Postal Code