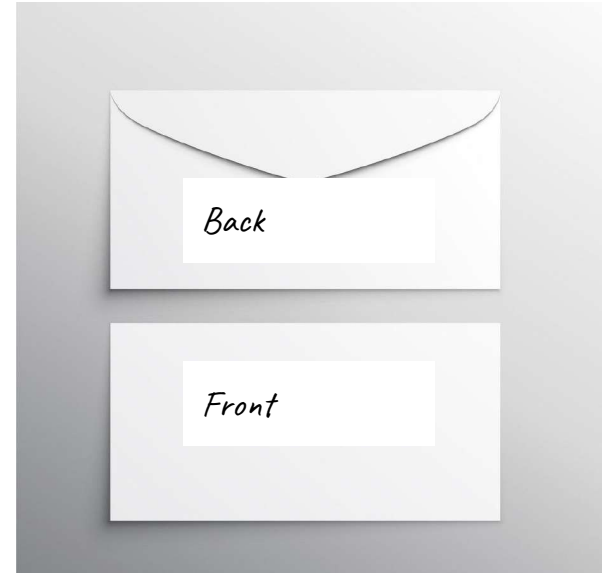




# *HOW TO ADDRESS AN ENVELOPE*

# Front or Back?

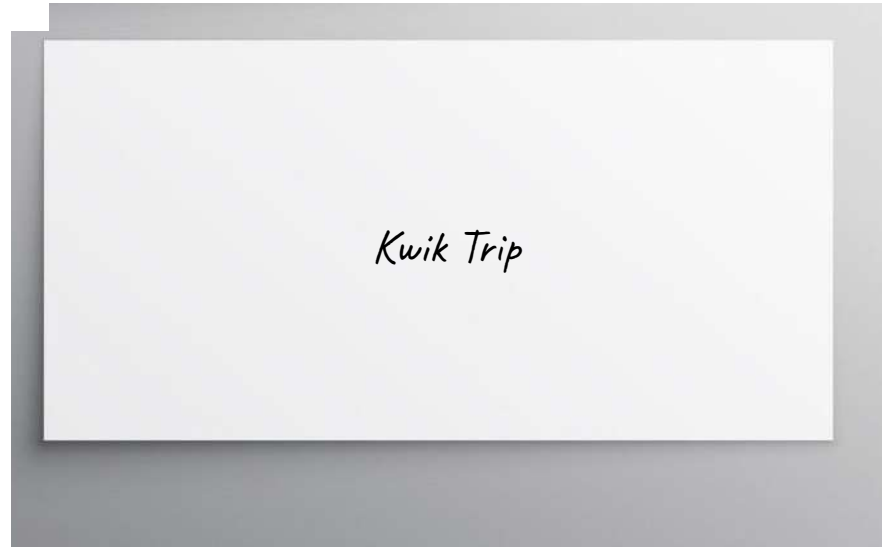
*You write on the front side of the envelope,  
meaning the flap is on the bottom.*



# Line 1

- *Find the center of you envelope.*
- *Write the company's or person's name in the center of the envelope.*

*Note: You'll need to include 4 more lines so don't write too big!*



## Line 2

- *Directly underneath the company name, write C/O Marketing Team*
- *C/O means “Care of”. This will make sure the letter gets to the right place if a big company.*

*NOTE: YOU ONLY USE C/O when there is more than one possible recipient at that address.*



*Kwik Trip  
C/O Marketing Team*

## Line 3

- *Write the street address.*
- *The street address is ONLY the building or house number and the street name.*

*Note: You may also see your company lists a PO Box. This is what will go on the street address line. PO Box is the postal box, which is a secured mail container provided by USPS - United States Postal Service.*



*Kwik Trip  
C/O Marketing Team  
1626 Oak Street  
La Crosse, WI 54602*

## Line 4

- *Write the city, state, and zip code.*
- *The state should be abbreviated.*
- *The city and state abbreviation should be separated by a comma & space.*
- *The abbreviation should be in ALL CAPS.*



*Kwik Trip  
C/O Marketing Team  
1626 Oak Street  
La Crosse, WI 54602*

# Return Address

- *Anytime you mail something, you should include a return address. If the letter gets lost, they know who to send it back to.*



*Return address*

# Return Address - Line 1

- *The return address goes in the upper left hand corner.*
- *On line 1 you write your name or your school/ company name.*



*Horicon Middle School*



## Return Address - Line 2 & 3

- *On line 2 you write your street address.*
- *On line 3 you write the city, state and zip*

*Note: This goes in the left corner because your stamp goes in the right.*

