

# Snail Mail

What's it all about?

There comes a time in everyone's  
life where you need to mail a  
letter

(sometimes a text message or Snapchat won't cut it)

# Times in life you need to mail a letter

- Thank you notes
- Scholarship applications
- FAFSA signature page
- Contracts and forms for your new job
- Your wedding invitations
- Christmas cards
- Birthday cards

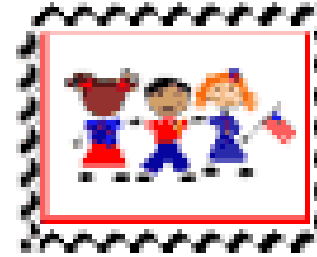


# The envelope and addresses

Step 1

The return (sender's) address goes in the top left corner. The recipient's (who it's going to) address is centered in the middle of the envelope.

Sender's Name  
Street Address  
City, State    Zip Code



Recipient's Full Name  
Street Address  
City, State    Zip Code

# How to correctly write an address

First and Last Names - capitalized

Title: Mr., Mrs., Dr.,  
etc.

Mr. George Washington

Street address

1600 Pennsylvania Avenue

Washington, DC 20500

Write neatly – the postal  
workers **must** be able to  
read the address to send it

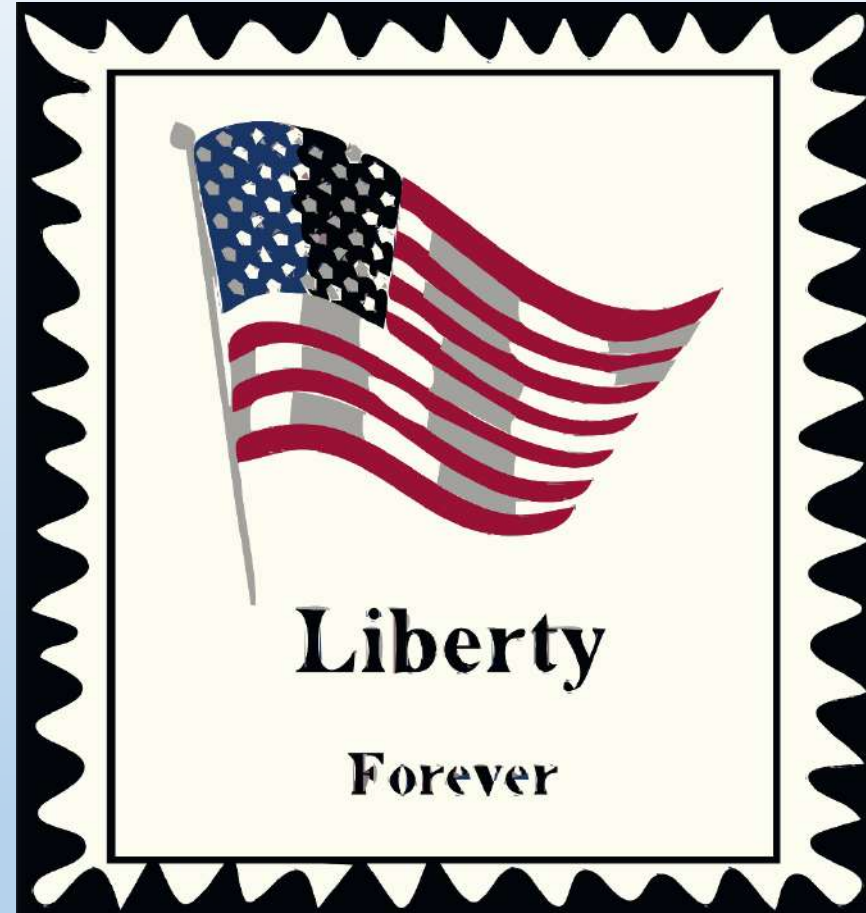
City, ST and ZIP code – be  
sure to put a comma  
between city and state

# The stamp

Step 2

# Postage stamps

- A postage stamp is necessary to mail a letter
- Each stamp costs 49 cents (Price went up in January 2018)
- You can buy a book of stamps (20 stamps) for \$9.80
- You can buy stamps at
  - The post office
  - Grocery stores
  - UPS and other mailing stores
  - Order online from USPS
- The stamp goes in the top right corner of the envelope.





# Sending the letter

Step 3

# How to mail the letter

- Drop the **addressed, stamped** envelope in a mailbox like this one
- You can find them all over the place – parking lots, office buildings
  - Mail is picked up daily from mailboxes
- Drop it at the post office.
  - The closest one to us is located on Emnora near Campbell.
- Mail it from your home.
  - Letter carrier will pick it up from your mailbox
- Your letter should arrive in a few days

