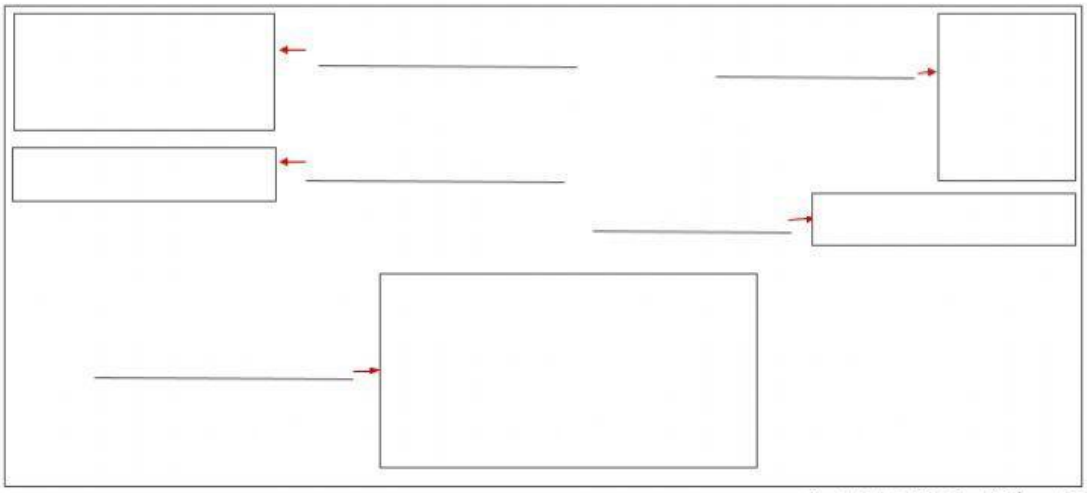
Name: _____

**Instructions:** Drag the 5 parts of the envelope (to the right) to the correct area on the envelope below then type the name of the item in the blue boxes provided.



Created by Patrilee McPhee-Field




Recipient's Full Name
Recipient's Title
Name of Company
P.O.Box
Island, Country

REGISTERED MAIL

CONFIDENTIAL

Sender's Full Name
P.O.Box
Island, Country

LIVEWORKSHEETS