

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.



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

Created by Patrilee McPhee-Field