Addressing an Envelope

When you want to send a letter by mail, it is important that the envelope is addressed properly. Take a look at the image below and read about the parts of the envelope.

Return Address: The person sending the letter writes their own address in the top left corner.

Stamp: The stamp goes in the top right corner.

Address: The address of the person receiving the letter goes in the center.

When you write an address, you should follow the format below.

Name
Street Address
City, State/Province, Postal Code
Country

Some Reminders

- There is always a comma between the city and state.
- If you are sending the mail out of the country, be sure to include the name of the country on the last line.
- All proper nouns must be capitalized, and abbreviations should be followed by a period.

LIVEWORKSHEETS

Verbal Linguistic

Someone has written some addresses, but they have made a lot of mistakes! Rewrite each address to correct the mistakes.

alex hobson 4132 crescent st
sydney nsw Australia
41365

→

marc rawlings
8241 bluebird ln Melbourne
victoria, 91385

→

PARTNER WORK

Write your address on the first set of lines. Then, find a partner and write their address on the second set of lines. Then, each of you can design an envelope addressed to each other. You can design your own stamp to put in the corner.

LIVEWORKSHEETS