

HOW TO ADDRESS AN ENVELOPE

What goes where?

Your name
and address

Kim Delaney
221 Somewhere St.
Anywhere, VA 12345



Stamp

John Smith
Street Address
City, State Zipcode

The
recipient's
name and
address



Why is this important?

- This ensures your letter is delivered to the correct recipient.



Other things to remember:

- Use your best handwriting.
- Send thank you letters within two days of Show and Sale.