Addressing an Envelope

Directions: Use the images below to help you address the envelope. Follow the formatting, capitalization, and punctuation guidelines:

☐ Use a period in abbreviated titles: Mr. Brown, Mrs. White, Ms. Green
☐ Do NOT use a period with “Miss” because it is not an abbreviation: Miss Periwinkle
☐ Capitalize names: John Smith
☐ Capitalize street names and post office box: South Park Street, RR1 Box 315, PO Box 388
☐ Capitalize names of cities and states: Syracuse New York
☐ Street Abbreviations, use all capital letters, no periods: Street (ST), Rural Route (RR) Boulevard (BLVD), Avenue (AVE), Drive (DR)
☐ Directions can be abbreviated: North (N), South (S), North West (NW), South West (SW).
☐ State abbreviations, capitalize both letters, no periods: New York (NY) Florida (FL)
☐ Separate the city state with 1 space: Lowville NY
☐ Separate the state and zip code with 2 blank spaces: Lowville NY_ _13357

Your Name
PO Box Number or Street
City State Zip Code

Your Friend’s Name
PO Box or Street
City, State Zip Code

John Smith
75 North State Street
Lowville NY 13367

Mr. Robert Brown
555 River RD
Glenfield NY 13343

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