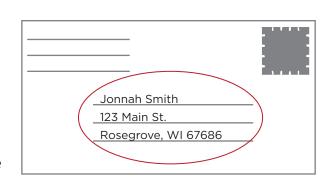# TICONDEROGA®

Envelope Formatting Activity

Objective:

Even in today's ever-changing world of technology, mail can be a fun and viable means of communication. In this exercise, you will learn how to address an envelope by filling out the recipient's address and return address on the templates.

Activity Step 1:

The recipient's address is located in the middle of the envelope. Write the following information here:

Recipient's First and Last Name
Recipient's Street Address
Recipient's City, State, and Zip Code

Jonnah Smith
123 Main St.
Rosegrove, WI 67686

Activity Step 2:

The return address which is your address is located in the top left corner of the envelope. Write the following information here:

Your First and Last Name
Your Street Address
Your City, State, and Zip Code

Kris Rockwell
532 North St.
Eggville, WI 52342

Jonnah Smith
123 Main St.
Rosegrove, WI 67686

Activity Step 3:

Finally, add a postage stamp on the top right corner of the envelope.

Kris Rockwell
532 North St.
Eggville, WI 52342

Jonnah Smith
123 Main St.
Rosegrove, WI 67686

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