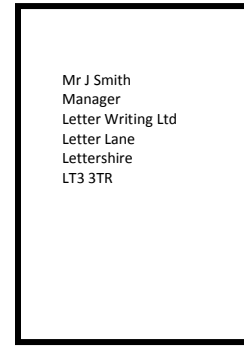
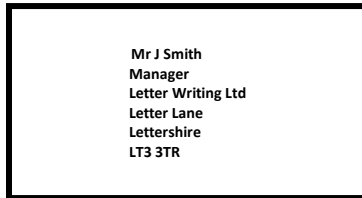
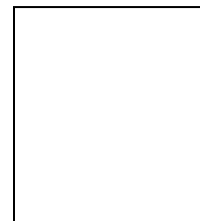


## ADDRESSING AN ENVELOPE

- ✓ The envelope should always be addressed in 'landscape' position:



- ✓ Remember to write the recipient's name and job title before the address (*see example below*)
- ✓ Use clear, neat handwriting in BLACK ink
- ✓ If required, use a guide/ruler when writing the address, to ensure the lines are straight. But don't draw actual lines on the envelope
- ✓ Remember that people's names, places and job titles should all start with CAPITAL letters (*see example*)



**Mr J Smith  
Manager  
Letter Writing Ltd  
Letter Lane  
Lettershire  
LT3 3TR**