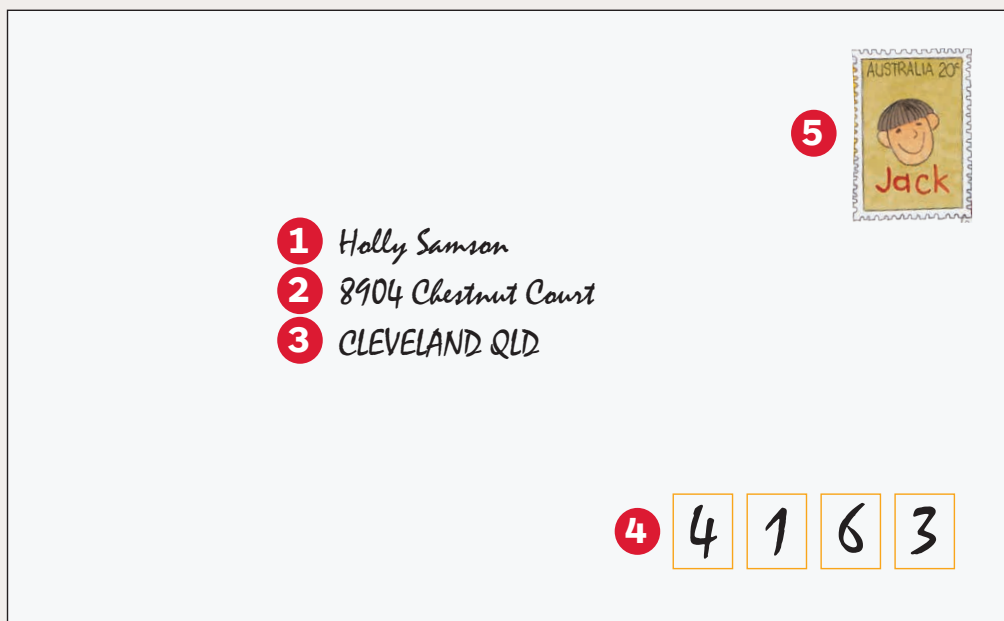


# Addressing an Envelope



- 1 Name
- 2 Street address
- 3 Suburb and state / territory in CAPITAL letters
- 4 Postcode
- 5 Place a stamp on the right hand corner of the envelope.



## Remember to include a return address

It's important to put a return address on the back of your envelope. This means we can send the letter back to you if it's delivered to the wrong place. Once you receive your letter back, you can easily write the correct address on a new envelope and send it again. The return address should be written neatly at the top of the envelope's seal flap as shown below.

- 1 Your name
- 2 Your street address
- 3 Your suburb and state / territory in CAPITAL letters
- 4 Your postcode

