

HOW TO WRITE AN ADDRESS

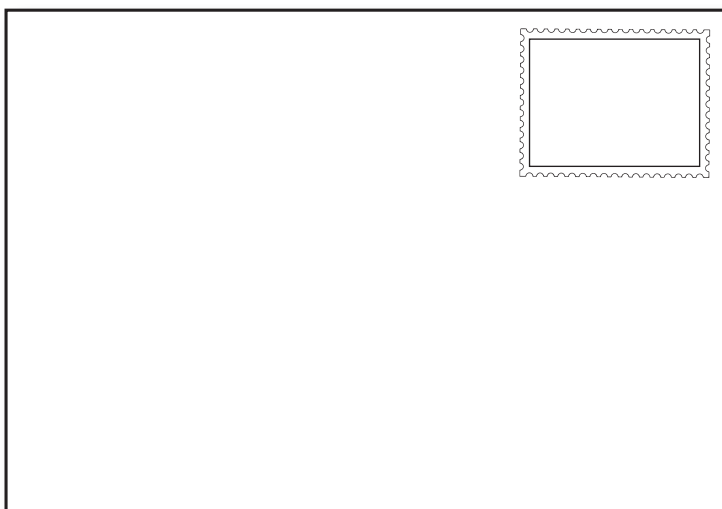


Addressing an envelope is easy once you know how. Remember to keep your writing very neat and tidy so it goes to the right place – you don't want it to end up in the Lost Letter Office!

- Start with the name, it's best to use the person's full name. **Ms Nana Magic**
- Next is the street name and number on the letter box. The postie will look at this. **4 Illusion Street**
- Then it's the suburb, that helps the Delivery Centre sort the letter into the correct pile for the correct postie. **Charmedgate**
- Next is the city or town, this helps the truck drivers and aeroplanes deliver the letter to the correct city. **Wellington**
- The post code is next. It is used by the Postal Service to double check that they are sorting the letter correctly. Each number in the postcode means a different thing! **1234**
- Lastly is the country, if you are posting something overseas this tells the postal service which country it needs to be flown to. **New Zealand**



You always need to attach a stamp to a letter. It goes at the top right-hand corner. When you have sealed your envelope, you must write your name and address on the back. That way, if your letter does end up at the Lost Letter Office they can work out where it came from.



Your turn!

Can you write your own address on the envelope below? Remember to try to use your tidiest handwriting!

