How to address an envelope

1. **Address of Recipient**
   This is where you write the name of the individual or company receiving the letter.

2. **Address of Sender**
   This is where you write your name and address. This ensures the letter will be returned to you should the address of the recipient be incorrect.

3. **Stamp**
   You must purchase a stamp to send your letter. You place the stamp here prior to sending in the mail. Stamps can be purchased at a number of locations including the post office, convenience stores or online.

Sample envelope with CWS address