

1 Address of Recipient

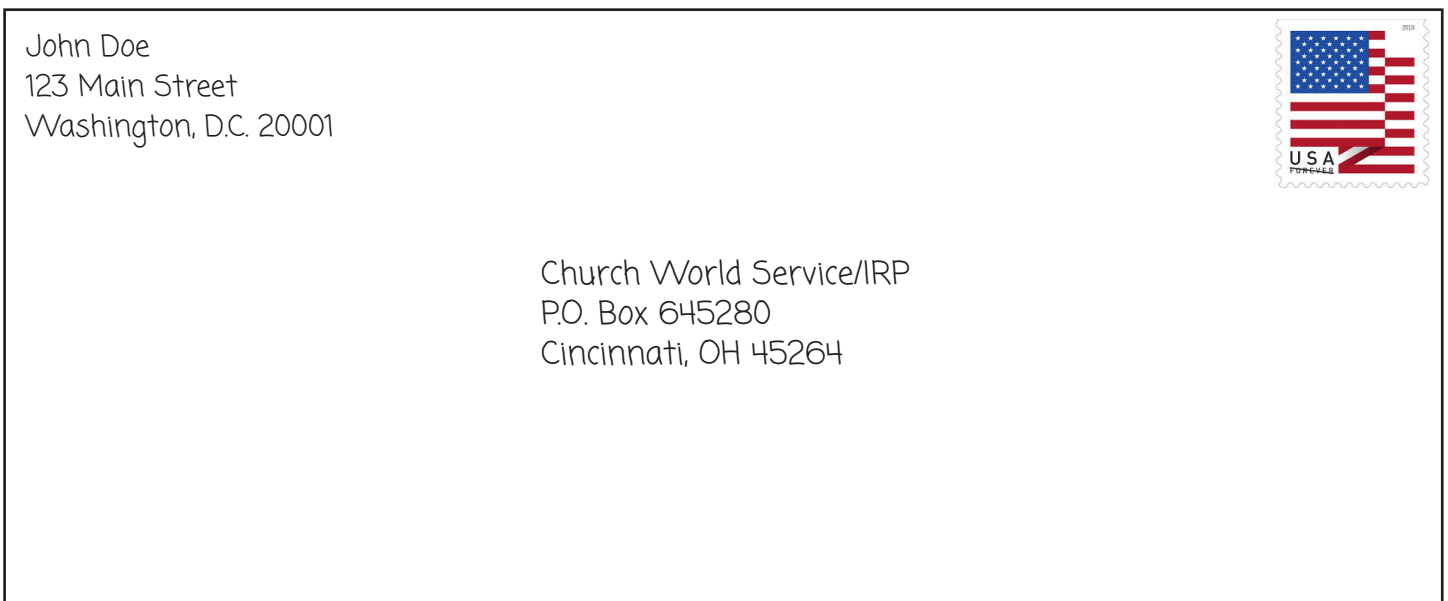
This is where you write the name of the individual or company receiving the letter.

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