How to Self-address Envelopes or Postcards:

All envelopes must be self-address with the ***return or sender's*** information located at the top left hand corner *(front of envelope)* and the ***recipients*** name information located in the center of the envelope *(front of envelope)*.

Step One:
Return / Sender's Information
First Line: School / Department name
Second Line: Street Address
Third Line: City, State, ZIP Code

Step Two:
Recipient's Information
First Line: Name or Name of Business
Second Line: Street Address
Third Line: City, State, ZIP Code

*If the recipient's address is an office or place of business, put the company's name on the ***first line*** and write ATTN: followed by the specific recipients name or job title on the ***second line***.
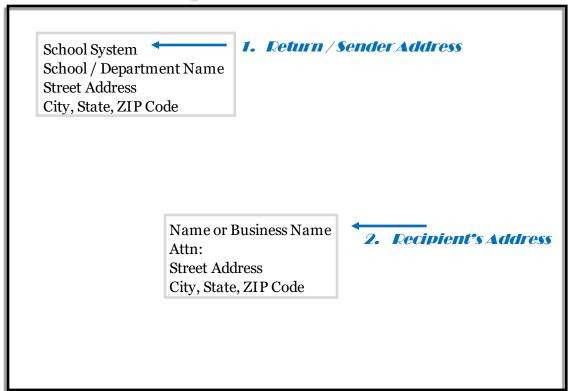
Example for Envelopes

School System ←——————
School / Department Name
Street Address
City, State, ZIP Code

1. Return / Sender Address

Name or Business Name ←——————
Attn:
Street Address
City, State, ZIP Code

2. Recipient's Address

Example for Postcards

School System ←——————
School / Department Name
Street Address
City, State, ZIP Code

1. Return / Sender Address

Name or Business Name ←——————
Attn:
Street Address
City, State, ZIP Code

2. Recipient's Address

Tip: For hand written self-address envelopes, use blue or black ink to ensure legibility.