

- 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.



## Always remember to include a return address

It's always important to put a return address on the back of your envelope, so it can be sent 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 you'd like it to go to, 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.

