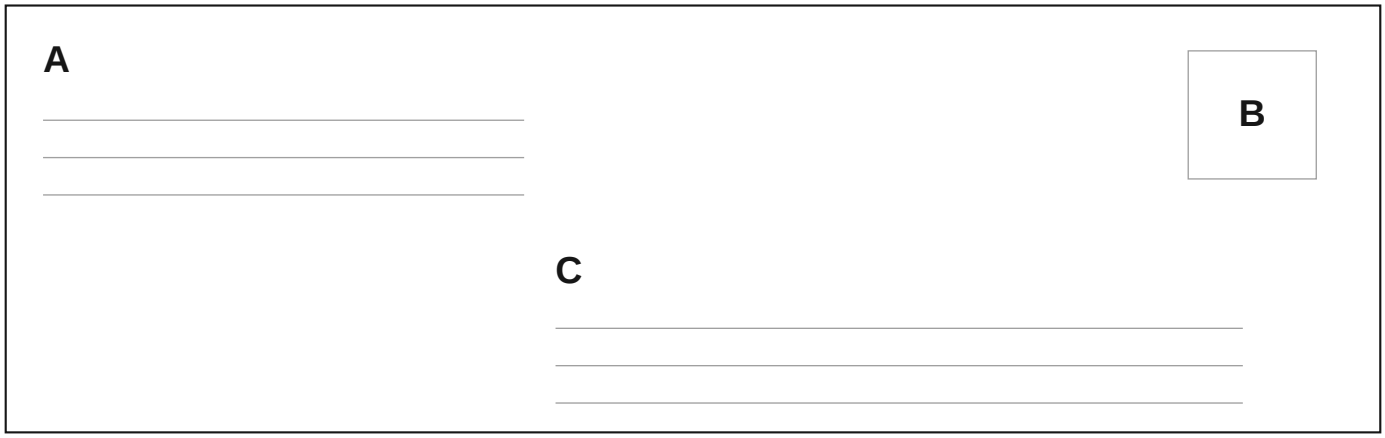
Envelope addressing

US practice worksheet | About 5 minutes | Student page

Use fictional details only. These teaching sheets are not physical-size envelope templates. Do not mail to any example address.

1. Name the three positions

Match A, B, and C to **return address**, **delivery address**, and **postage**.



A: _____ B: _____ C: _____

2. Repair the apartment address

In this exercise, put the apartment on a separate line. Rewrite these four lines in order. Keep all five ZIP digits, including the first zero.

```
SAMPLE CITY NY 00501
123 SAMPLE GARDEN STREET
AVERY EXAMPLE
APT 4B
```

3. Put the PO Box address in order

Write the recipient, PO Box line, and city/state/ZIP line in the correct order.

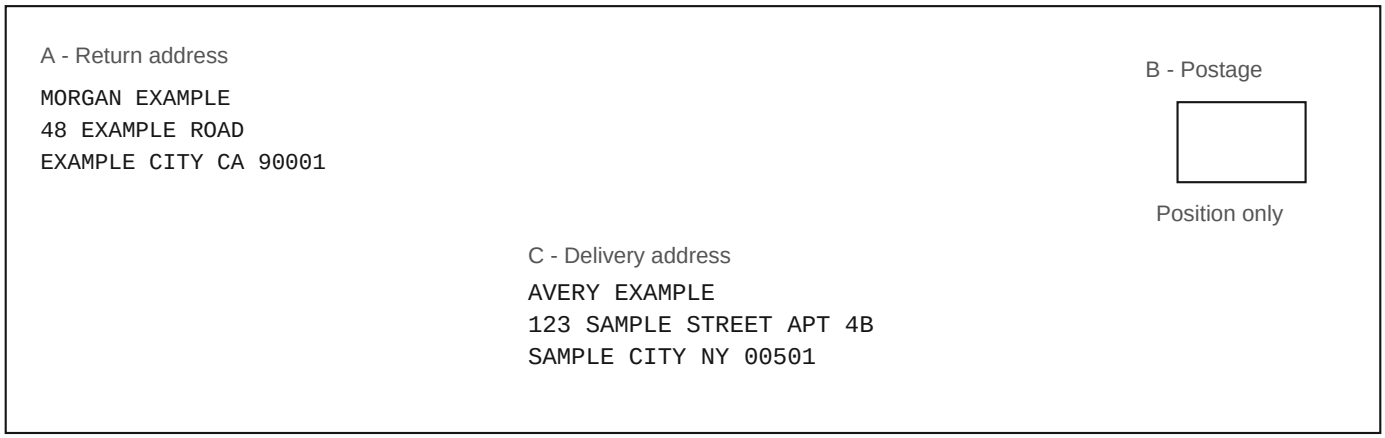
```
EXAMPLE CITY CA 90001
PO BOX 456
MORGAN EXAMPLE
```

Self-check: left-align each address block; put the city/state/ZIP line last. The answer key is on page 2.

Answers & teaching notes

US envelope-addressing practice | Keep this page for review

1. Positions and a complete example



Learning diagram only. The outlined postage area supplies no postage. All names and address combinations are fictional; do not mail to them.

2. Apartment answer

```
AVERY EXAMPLE
APT 4B
123 SAMPLE GARDEN STREET
SAMPLE CITY NY 00501
```

Usually keep the unit at the end of the street line, as in the diagram. When it needs a separate line, put it immediately **above** the street. Keep the leading zero in 00501. [2]

3. PO Box answer

```
MORGAN EXAMPLE
PO BOX 456
EXAMPLE CITY CA 90001
```

Use PO BOX followed by the box identifier. For this exercise, the PO Box is the delivery address. [3]

A suggested 5-minute lesson

1 minute: name the three positions. **2 minutes:** explain the apartment order. **2 minutes:** arrange the PO Box lines, then check the final line and leading zero. Use only practice details; never ask learners to publish home addresses.

Classroom outcomes have not yet been tested. This independent resource covers common US formats, not address verification or guaranteed delivery. It is not affiliated with USPS.

Sources and reuse

[1] USPS, Domestic Letters, Steps 2-3

[2] Publication 28, section 213 (unit placement)

[3] Publication 28, section 281 (PO Box format)

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