



Writing and Addressing a Letter

We know school is out for the summer, and you may not be able to see many of your friends, but that's no reason to stay disconnected. Write them a letter! Maybe you miss your family in another city, or your favorite cousin in another state. You can write them a letter, too!

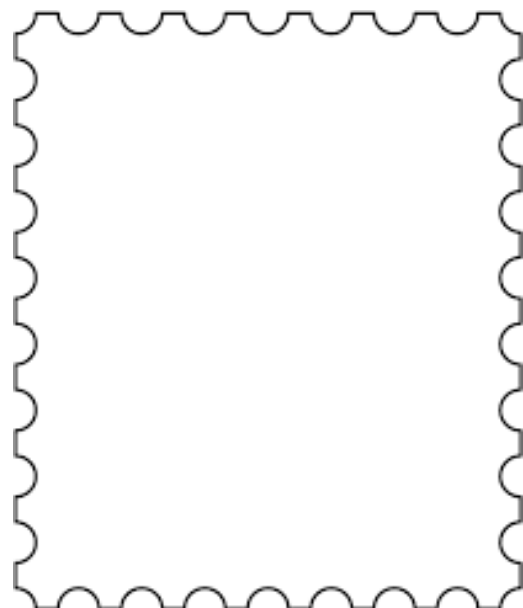
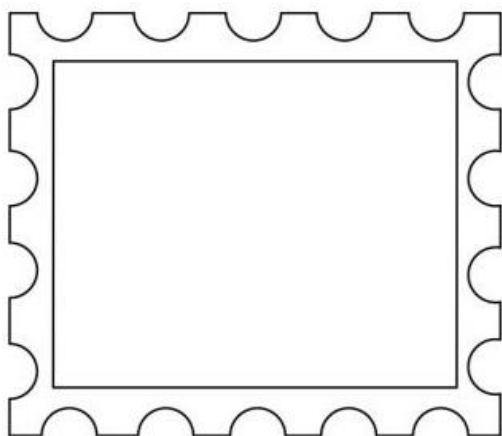
To send a letter in the mail, you have to have just a few things:

1. An AWESOME letter to a friend or family member
2. An envelope with the proper format
3. A stamp

The earliest recorded history of writing letters dates back to 500 BC but the types of letters we commonly see today date back to the Queen Victorian Era and the 1840's. Letters that go in the mail need postage, like a payment, so that the letter is able to be send. We use little adhesive stamps, which were also invented in 1840 by a man named Sir Rowland Hill. There are people who even have amazing stamp collections of really old and really unique stamps! Ask a parent or guardian to show you some stamps so you can see these cool designs!

Drawing and Coloring Activity:

Try drawing your own stamp! Ask a parent to show you some real stamps. Then, use these outlines below to draw and color your own stamp!



Addressing an Envelope:

To properly address an envelope, you need:

1. A 'return address', which is YOUR name and YOUR address, in the top left corner of the envelope, again, ask your parent or guardian if you don't know
 - o To properly write your address:
 - The first line will be **your name**
 - The second line will be **your house number** and **your street name**
 - The third line will be **your city**, followed by a **comma**, the **state you live in** (like CA, for California), and **your zip code**
2. The name and address of the person you are sending the letter to, in the middle of the envelope, ask a parent or guardian for the address of a family member or friend
 - o Use the same format as about but with the information of the person you want to **SEND** the letter to
3. A real stamp, like the one you created above, but one purchased at a post office, in the top right corner of the envelope.

Front of Envelope:

The diagram shows the front of an envelope with three numbered boxes indicating key areas:

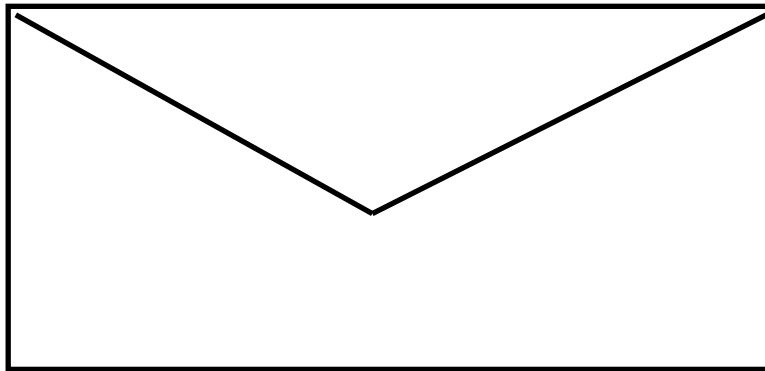
- 1.** Return address in the top left corner:
Your Name
123 ABC Street
Guadalupe, CA 93434
- 2.** Recipient address in the middle:
Guadalupe-Nipomo Dunes Center
1065 Guadalupe Street
Guadalupe, CA 93434
- 3.** A Real Stamp in the top right corner, represented by a square with a scalloped border and the text "A Real Stamp" inside.

Try it yourself:

A blank envelope template for practice, enclosed in a large rectangular border. It features:

- Three horizontal lines in the top left corner for the return address.
- Three horizontal lines in the middle for the recipient address.
- A square stamp area in the top right corner with a scalloped border.

Back of envelope: you don't need to place or write anything on the back of the envelope but you can include stickers or a small drawing if you want!



Writing Activity:

Now that you have a person in mind who you want to send a letter to, we can WRITE THE LETTER!! Below is an example of the outline of a letter, but grab a piece of paper and try it yourself.

June 16, 2020

Dear _____,

Your Message: _____

Sincerely, _____

You will need to:

1. Write the date in the top right corner, so that the person getting the letter knows when it was written.
2. Address the person you are writing to, also called a salutation, with "Dear __ (their name) __,"
3. Write the body of the text, or the main message of what you want to say to the person.
4. Close your letter out with a good ending, like: Kind Regards, Best Wishes, Love, or Sincerely, and then sign your name.
5. Fold the letter into an addressed envelope, place a real stamp on it, and place it in your mailbox!