**Envelope Example**

It is important to know how to address an envelope properly as mislabeled envelopes can completely bypass their intended recipient or may be delayed in the receipt by the recipient. The envelope contains both the returning address (the address of the sender) and the forwarding address for the letter (the recipient’s information). Don’t forget the stamp!

Annika Lentzkow  
3955 Waples Mill  
Fairfax, VA 22030

Mary Lu  
3957 Pender Dr.  
Fairfax, VA 22030

STAMP