

How to Address an Envelope for the Great American Mail Race

1. Find the schools and addresses you noted in your WN.
2. Address each of your envelopes and place stamp as follows:

Central Junior High School
400 North Broadway
Moore, OK 73160



8th Grade Language Arts Teacher
School Name
123 Street Address or PO Box 123
City, State 12345

3. Stuffing your envelopes:
 - a. You will need a copy of your teacher's letter to fold as a tri-fold with your own.
 - b. Follow the instructions on the handout, "Folding a Business Letter."