

Addressing a letter/envelope correctly

If you want to send a letter to anyone, you have to make sure that you have written the address in the way the post wants it to be.

So here is the right way of writing the address on the envelope.



Where to write

1. Write the address to which the letter should be delivered to (the receiver).

You have to write the receiver's address on the envelope and it should be written in the middle or on the right side as it is shown on the photos.



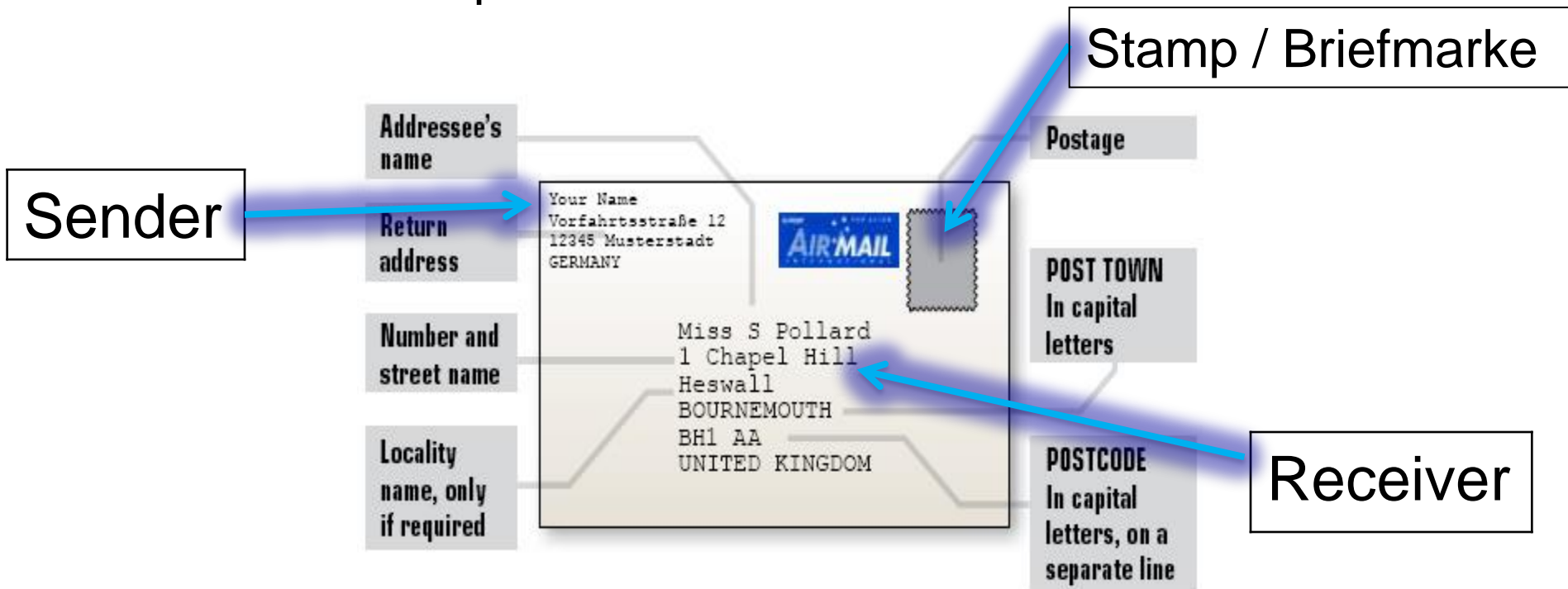
In the middle



or on the right side

Where to write

2. In addition, write your address as the sender on the back of the envelope or on the top of the left side as it's shown in the photo.



How to write the addresses (sender and receiver)

Follow these steps:

1. Write the names: In case of sender address you have to write your name and in case of receiver address you have to write the name of the receiver.
2. Then write the name of the street and the home number on the next line (in both cases)
3. In the next line you write the city & the ZIP-Code
4. In the next line you write the name of the country
5. The last thing you should do is to buy a postage/stamp (Briefmarke in German). Stick it on the top of the right side of the envelope as you can see on the last photo.

An example

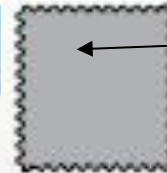
WU Yufeng who is a Student of freshman institute in Linnich wants to send a letter to his friend John Doe in the USA

This is how the envelope will look like.

DELIVERY ADDRESS
Do not use commas or full stops

Salma Xu
Pater-Briers-Weg 85
52511 Geilenkirchen

AIR MAIL



Postage

JOHN DOE
ACHE INC
123 MAIN ST NW STE 12
ANYTOWN NY 12345-6789
USA

CITY, STATE AND ZIP CODE
Use ZIP+4 format for fastest delivery