

# How to Format an Envelope

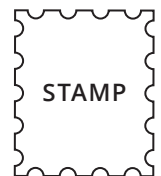
## Formatting Tips

Here are some tips for formatting envelopes properly in North America:

- Use a plain font.
- Avoid any punctuation (periods, commas).
- Type the addresses or use address labels if possible.
- All caps is the preferred format in the US and Canada, but it is not a requirement.
- Spell the recipient's name/company correctly.
- Include a return address (top left corner or back of envelope) in case the mail is undeliverable.
- Include directional words, such as EAST or WEST.
- Place a unit number (suite or apartment) after the street address. Don't use a # symbol to indicate an apartment or suite.
- A PO Box (used instead of a street address) goes on the line before the state/province.
- For a US address, include a numerical ZIP+4 code with a hyphen (33324-4321).
- For a Canadian address, include a postal code (L1N 8B1). Don't use a hyphen.
- If sending internationally, place the country name on the last line of the mailing address (JAPAN).

## Sample Envelope

ELLA MORRIS  
8908 WATER ST STE 2  
CHICAGO IL 60005-1234



CARLSON LOUIS  
FINE PHOTO PRINTS  
34 HARBOR ST  
CHICAGO IL 60001-6789

## Abbreviations

### A. States

| Abbr. | Name        |
|-------|-------------|
| AL    | Alabama     |
| AK    | Alaska      |
| AZ    | Arizona     |
| AR    | Arkansas    |
| CA    | California  |
| CO    | Colorado    |
| CT    | Connecticut |
| DE    | Delaware    |
| FL    | Florida     |
| GA    | Georgia     |
| HI    | Hawaii      |
| ID    | Idaho       |
| IL    | Illinois    |
| IN    | Indiana     |
| IA    | Iowa        |
| KS    | Kansas      |
| KY    | Kentucky    |

| Abbr. | Name           |
|-------|----------------|
| LA    | Louisiana      |
| ME    | Maine          |
| MD    | Maryland       |
| MA    | Massachusetts  |
| MI    | Michigan       |
| MN    | Minnesota      |
| MS    | Mississippi    |
| MO    | Missouri       |
| MT    | Montana        |
| NE    | Nebraska       |
| NV    | Nevada         |
| NH    | New Hampshire  |
| NJ    | New Jersey     |
| NM    | New Mexico     |
| NY    | New York       |
| NC    | North Carolina |
| ND    | North Dakota   |

| Abbr. | Name           |
|-------|----------------|
| OH    | Ohio           |
| OK    | Oklahoma       |
| OR    | Oregon         |
| PA    | Pennsylvania   |
| RI    | Rhode Island   |
| SC    | South Carolina |
| SD    | South Dakota   |
| TN    | Tennessee      |
| TX    | Texas          |
| UT    | Utah           |
| VT    | Vermont        |
| VA    | Virginia       |
| WA    | Washington     |
| WV    | West Virginia  |
| WI    | Wisconsin      |
| WY    | Wyoming        |

## Abbreviations cont.

### B. Types of Roads

| Abbr. | Type of Road |
|-------|--------------|
| AVE   | Avenue       |
| ANX   | Annex        |
| BLVD  | Boulevard    |
| CTR   | Center       |
| EXPY  | Expressway   |
| HWY   | Highway      |
| PL    | Place        |
| RD    | Road         |
| ST    | Street       |

### C. Directions

| Abbr. | Direction |
|-------|-----------|
| E     | East      |
| N     | North     |
| NE    | Northeast |
| NW    | Northwest |
| S     | South     |
| SE    | Southeast |
| SW    | Southwest |
| W     | West      |

### D. Units

| Abbr.  | Units           |
|--------|-----------------|
| APT    | Apartment       |
| BLDG   | Building        |
| DEPT   | Department      |
| FL     | Floor           |
| RM     | Room            |
| STE    | Suite           |
| UNIT   | Unit            |
| PO BOX | Post Office Box |