

# WRITE TO YOUR LOVED ONES!

☆ HELLO ♡  
**FRIEND!**

☆ HELLO ♡  
**COUSIN!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

☆ HELLO ♡  
**UNCLE!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

☆ HELLO ♡  
**AUNT!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

☆ HELLO ♡  
**GRANDMA!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

☆ HELLO ♡  
**GRANDPA!**

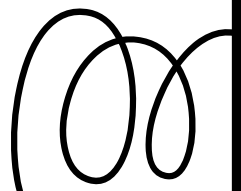
TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

**SNAIL MAIL FOR  
YOU!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_



# TEACHER USE

## Hi Teachers!

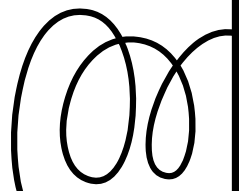
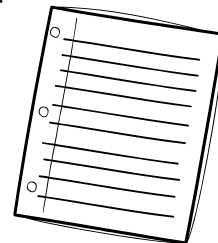
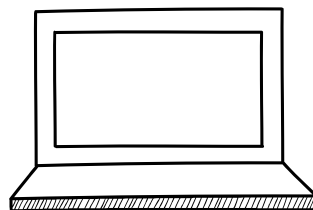
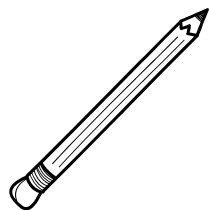
I created this resource to help build student confidence in writing letters and envelope formatting. This is also a great way for students to practice a life skill of sending mail!

## How I Use:

I print off a packet for each student. When I print, I be sure to do one sided printing. I also give them envelopes to encourage writing.

On one of the envelopes, I include my address so they know they can always write me! There is no better feeling, then getting mail from students!

IF YOU ARE UNABLE TO GIVE PHYSICAL COPIES TO STUDENTS, EMAIL THIS PDF HOME TO PARENTS TO PRINT OUT!



# STATIONERY FOR YOUR AT HOME BREAK

## WHAT IS STATIONERY?

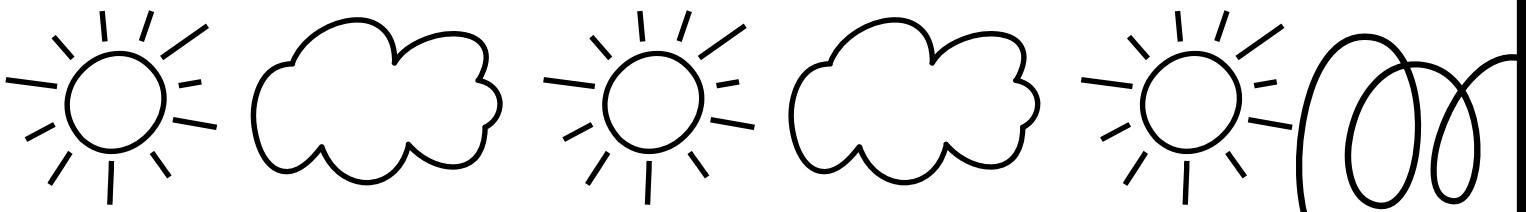
Stationery is a term used for writing materials. These materials can include paper, cards, postcards, envelopes, and other items. These items should then be written on by hand or printed on. Stationery can be personalized with someone's name or a company logo.

## HOW DO I USE IT?

Stationery should be used to write letters, thank you notes, invitations, etc. Then, the stationery should be delivered either by mail or in person. This stationery is for you to write letters to friends, family, or your teacher throughout your break!

## HOW DO I SEND IT IN THE MAIL?

Be sure to put your stationery in an envelope. Address your envelope with the proper format and put a postage stamp on it. Bring it to the post office and send it!



★ HELLO ♡

# GRANDMA!

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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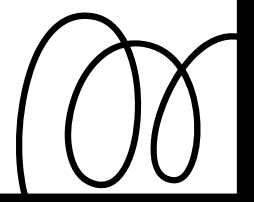
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FROM: \_\_\_\_\_





HELLO



GRANDPA!

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

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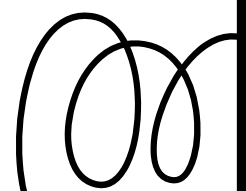
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FROM: \_\_\_\_\_





HELLO



AUNT!

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

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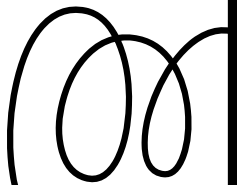
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FROM: \_\_\_\_\_





HELLO



UNCLE!

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

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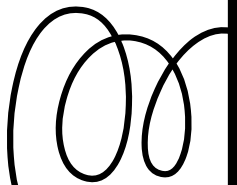
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FROM: \_\_\_\_\_





HELLO



COUSIN!

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

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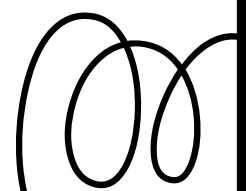
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FROM: \_\_\_\_\_





★ HELLO ♡  
**MOM!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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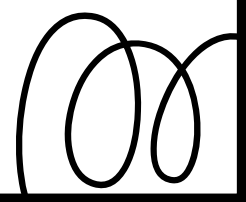
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FROM: \_\_\_\_\_



★ HELLO ♡  
**DAD!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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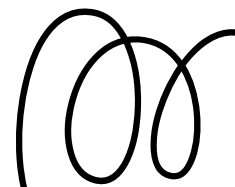
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FROM: \_\_\_\_\_





HELLO



**FRIEND!**

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

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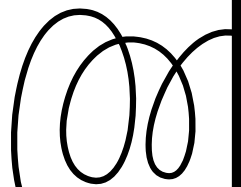
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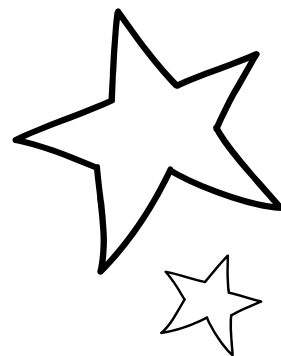
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FROM: \_\_\_\_\_



I miss  
**YOU!**



TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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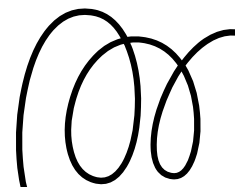
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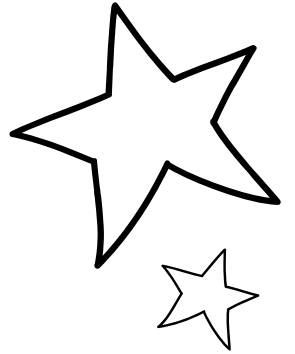
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FROM: \_\_\_\_\_



# SNAIL MAIL FOR YOU!



TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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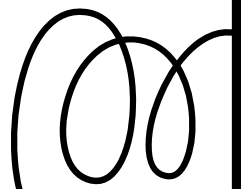
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FROM: \_\_\_\_\_



# I HAVE BEEN THINKING ABOUT YOU!

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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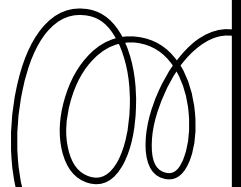
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FROM: \_\_\_\_\_



# LET'S BE PEN PALS!

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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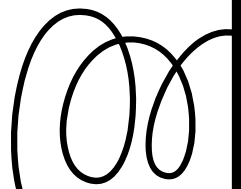
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FROM: \_\_\_\_\_



# A VIEW OF MY "BREAK" IN WORDS

MY LOCATION: \_\_\_\_\_

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

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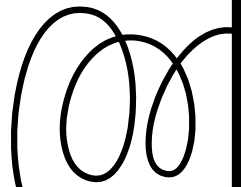
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FROM: \_\_\_\_\_





★ HELLO ♡

**GRANDMA!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ 



HELLO

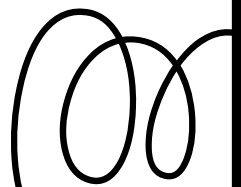


**GRANDPA!**

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_



★ HELLO ♡

# GRANDPA!

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_ 



HELLO

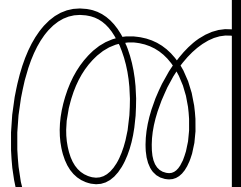


AUNT!

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_





HELLO

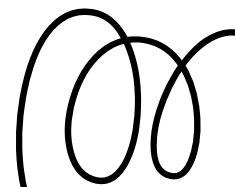


UNCLE!

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_





**HELLO**

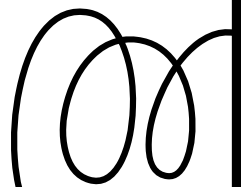


**COUSIN!**

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

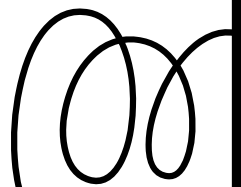
FROM: \_\_\_\_\_



★ HELLO ♡  
**MOM!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

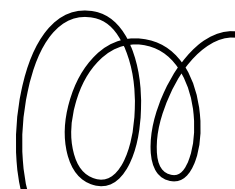
FROM: \_\_\_\_\_

A stylized, handwritten signature consisting of several overlapping loops, located in the bottom right corner of the page.

★ HELLO ♡  
**DAD!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_







HELLO

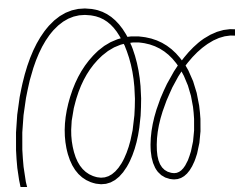


**FRIEND!**

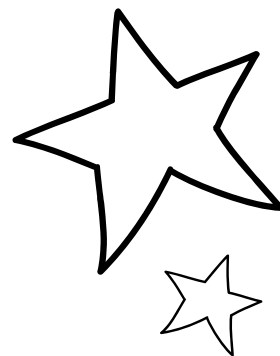
TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_



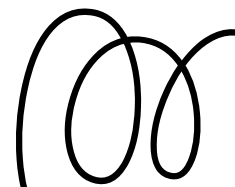
I miss  
**YOU!**



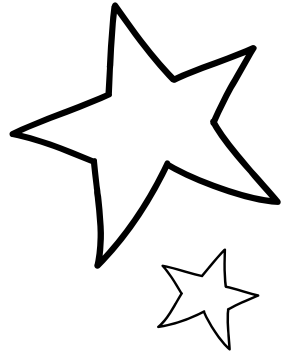
TO: \_\_\_\_\_

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_



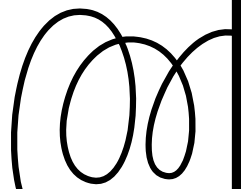
# SNAIL MAIL FOR YOU!



TO: \_\_\_\_\_

DATE: \_\_\_\_\_

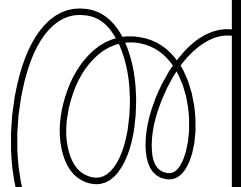
FROM: \_\_\_\_\_



**I HAVE BEEN  
THINKING  
ABOUT YOU!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

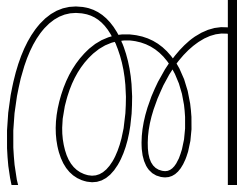
FROM: \_\_\_\_\_



# All about my **BREAK!**

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

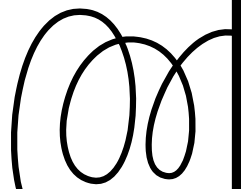
FROM: \_\_\_\_\_



# LET'S BE PEN PALS!

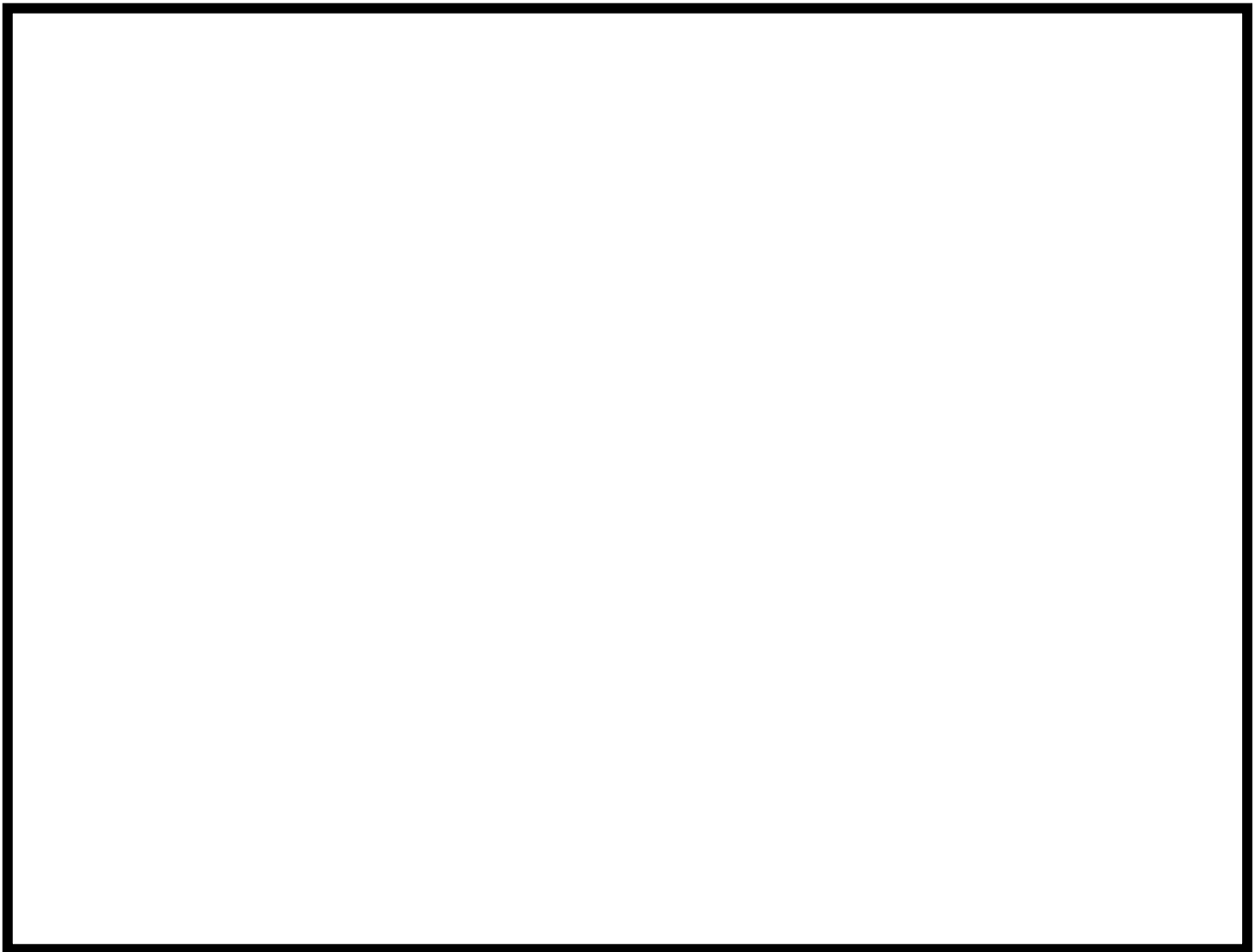
TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

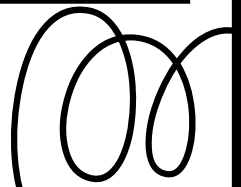


# A VIEW OF MY "BREAK"

TO: \_\_\_\_\_ DATE: \_\_\_\_\_



FROM: \_\_\_\_\_



# HOW TO ADDRESS AN ENVELOPE

## RETURN ADDRESS

Your return address should go in the upper left corner of the envelope. For this part, you use your own address. Write it in the same format as the recipient's address.

## POSTAGE STAMP

In order to send envelopes in the mail, it needs to have a postage stamp. The stamp should always be put in the upper right corner of the envelope. This covers the cost of mailing something.



Scout Jones  
4389 Bones Road  
Elysian, MN 56098

Mrs. Honey  
285 Beehive Lane  
St. Paul, MN 55164

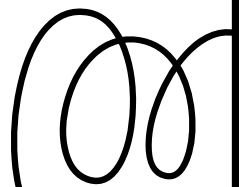
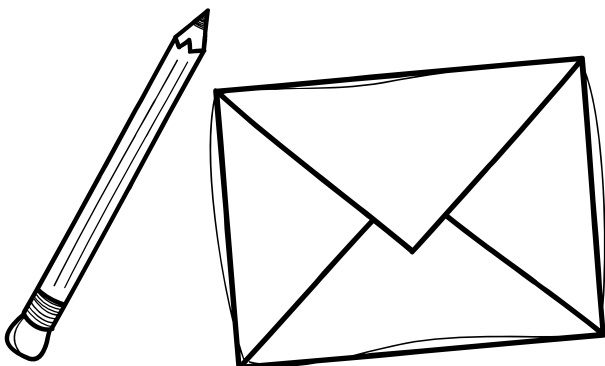
A dashed box in the upper right corner indicates the area for a postage stamp. Arrows point from the text blocks to their respective locations on the envelope diagram.

## RECIPIENT'S ADDRESS

Line 1: The name comes first. The first line should always be the name of who you are sending your envelope to.

Line 2: Add the street address or post office box number on the second line.

Line 3: Write the city, state, and ZIP code. Use two letters (the abbreviation) for the state.

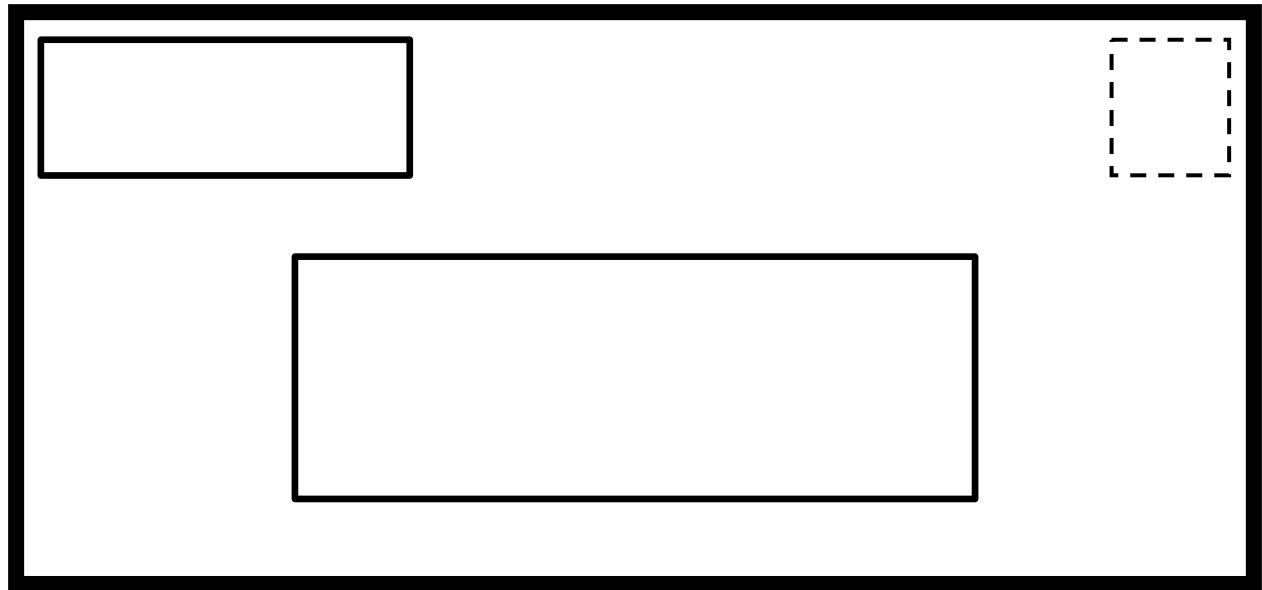




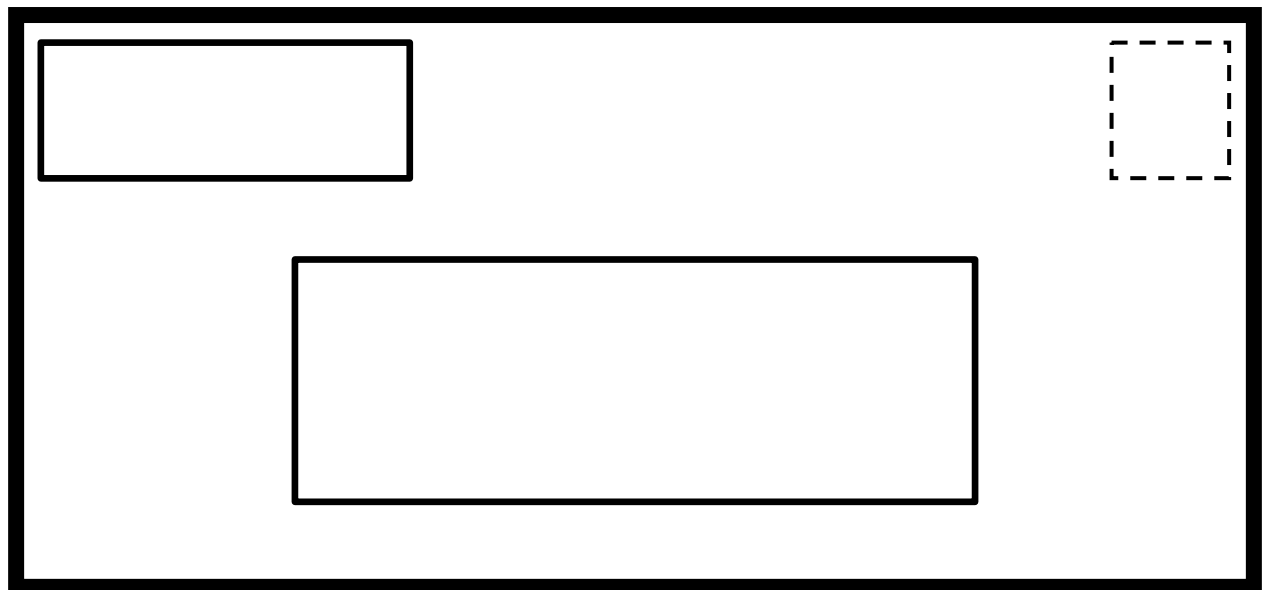
# Practice Time

## IT'S YOUR TURN

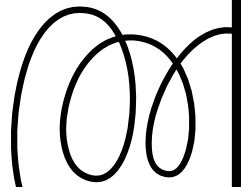
Use these templates to help you practice addressing an envelope. Use a pencil to practice just in case you need to change something. However, when you write on a real envelope, you should use pen or something that no one can change. Good luck & remember to write neatly!

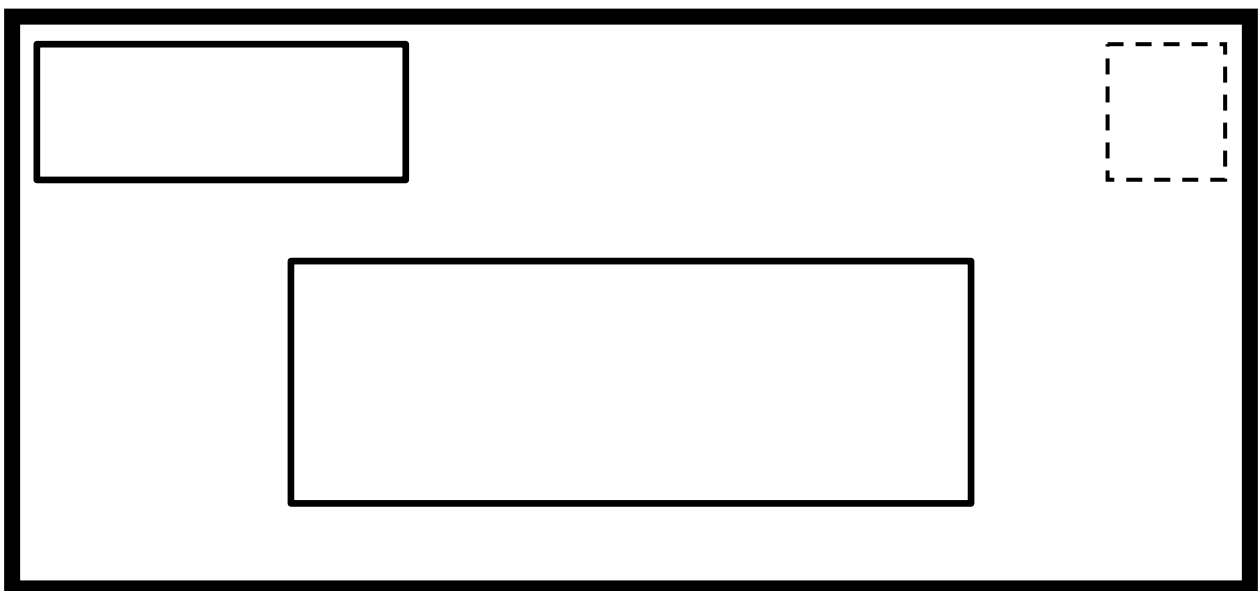
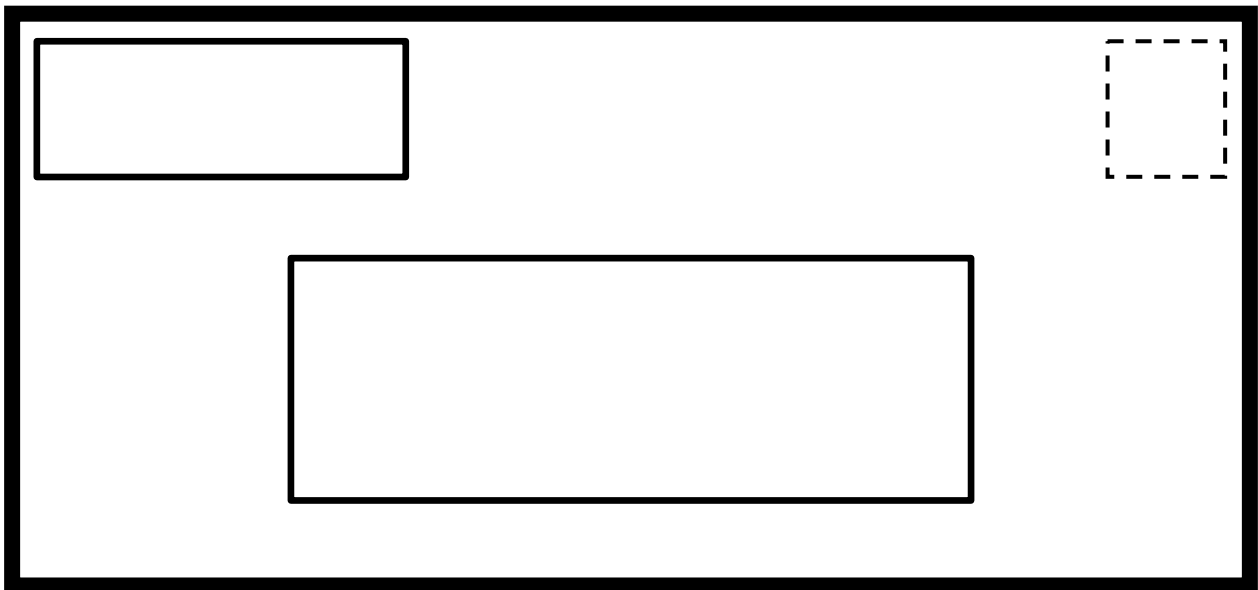
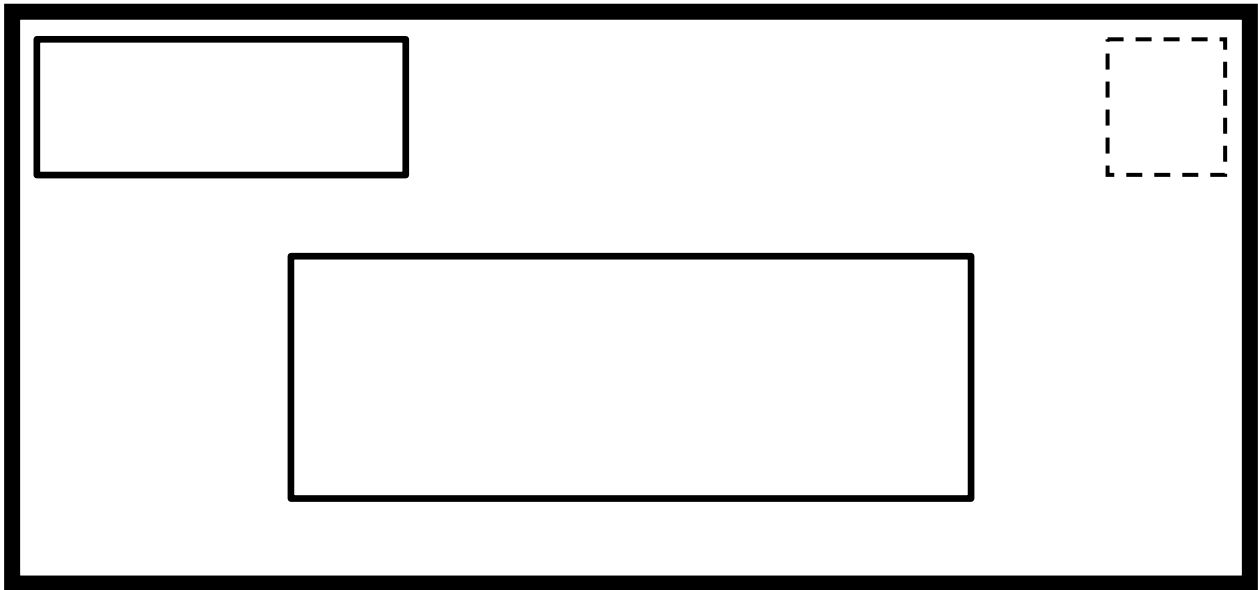


A large rectangular envelope template with a thick black border. It features a small rectangular return address box in the top left corner, a dashed rectangular area for a postage stamp in the top right corner, and a large rectangular address box in the center.



A second identical envelope template to the first one, positioned below it. It also has a return address box, a postage stamp area, and a central address box.





# My Address Book

Fill in these boxes with names and addresses you want to keep safe for sending mail.

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

# SEND MORE MAIL

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

Name:

House Number:

Street Name:

City:

State:

ZIP Code:

# THE POST OFFICE AWAITS

# **LET'S GO TO THE POST!**

**Now that you have  
written your letter,  
put it in an envelope,  
addressed the  
envelope, and put a  
postage stamp on  
it...it is time to go to  
the post office and  
mail it!**

