How to Address a Letter for International Mailing

Return Address:
This includes your full name, your street address, your city, state, zip code and country of origin.

Address:
Address letter as you would in the receiving country with country name at the bottom.

Additional Info:
- Use postal abbreviations when writing the state. Postal abbreviations are written in capital letters without periods or other punctuation.
- Before the letter is delivered, the stamp will be cancelled by the post office. Stamps are cancelled so that they cannot be used again.
**How to Address a Letter for US Mailing**

**Return Address:**
This includes your full name, your street address, your city, state and zip code.

Sender’s Name  
Street Address  
City, State Zip Code

**Recipient’s Full Name**  
Street Address  
City, State Zip Code

**Address:**
This includes recipient’s full name, street address, city, state and zip code on separate lines.

**Additional Info:**
- Use postal abbreviations when writing the state. Postal abbreviations are written in capital letters without periods or other punctuation. The postal abbreviation for North Carolina is NC.
- Before the letter is delivered, the stamp will be cancelled by the post office. Stamps are cancelled so that they cannot be used again.

**Stamp:**
In the top right corner of the envelope you place a postage stamp. This pays for the delivery of the letter.