

**Heading Address** – This is YOUR address. It is written in the following format:

**Name** – this is your first name and initial. This may also include your position if you have one.

**Street Address** – this includes your apartment number if applicable, your house or building number, your street name and city quadrant if applicable.

**City, Province/State and Postal Code/Zipcode** there is a comma between the city and the province but not between the province and the postal code. Leave a couple of spaces between the province and postal code. The province is abbreviated to its two letter designation.

**Date** – the date goes at the bottom of your address.

**Inside Address** – This is the address to which YOU are writing, the other person's address. It is written in the same format as the heading address except there is NO DATE. You write this a couple of spaces below the heading address.

**Salutation** – This is your greeting to the person. You should use a standard form of address that includes the person's last name after one of the following terms of address – Mr., Mrs, Ms., Sir, Madam. If you do not know the person's name or title or position, you may write to: Whom it Concerns. The salutation is followed by a colon.

**The Body** – This is where you tell the person what you are writing about. It should have a minimum of three paragraphs. The first and last paragraph should be the same as outlined here if there are more than three paragraphs. Leave a blank line between the paragraphs to offset them.

**First paragraph** – this should be a brief introduction to yourself and the reason you are writing.

**Second paragraph** – this should be where you give the details.

**Third paragraph** – this is the closing. Usually you need to thank the person and give any contact information if you require a reply.

**The Closing** – Here you choose an appropriate closing. Some of them include Yours truly, Sincerely, Sincerely yours, etc. After each closing you use a comma. Then leave several spaces for your signature and then type your name so it is legible. Sign your name in pen.

#### Practice Addresses

Mary Shelley lives at 45 Frankenstein Drive in Lethbridge, Alberta. Her postal code is T3H 7T5.

Ms. Mary Shelley

45 Frankenstein Drive

Lethbridge, AB T3H 7T5

Dr. I.M. Morbid and his wife, Mortica, live at 3457 Cemetary Street in downtown Brooks, Alberta. Their postal code is T2K 8N6.

Mr. & Mrs. I.M. Morbid

3457 Cemetary Street

Brooks, AB T2K 8N6

Janet Springer and her brother, Jerry Springer live at their mother's house. Their mother's name is Beatrice Springer. The house is located at 65 Chestnut Way in the southeast of Calgary. The postal code is T5R 8J9.

Ms. Janet Springer & Mr. Jerry Springer

c/o Mrs. Beatrice Springer

65 Chestnut Way S.E.

Calgary, AB T5R 8J9

Bram Stoker Dude in apartment 7D in the building located at 8709 34 Avenue in Banff, Alberta. However, he does not get his mail delivered to his house as it goes to his mailbox. His post office mailbox is number 765 at the Main Station in Banff, Alberta. The postal code for the main postal station is T8R 4D2.

Mr. Bram Stoker

P.O. Box 765

Main Postal Station

Banff, AB T8R 4D2