How to address an envelope:

Your name
Your address
Town, State
Stamp

Zip code

Name of person you're writing to Their address Town, state Zip code

Example:

Your name
Your address
Town, State
Stamp

Zip code

Caitlin Hudson 6537 SE 41st Avenue Portland, OR 97202

How to address a postcard:

Your name Your address City, state	Stamp here Dear,
Zip code	Write your letter here
Name of person you are writing to Their address City, state Zip code	
	From, ————

Example:

Your name Your address City, state Zip code Caitlin Hudson 6537 SE 41st Ave Portland, OR 97202	Dear Caitlin, Write your letter here
	From,

 \ldots Yes that really is my address, you can send me a postcard!