

How to address envelope(s) for your request letter.

Main envelope. In this envelope you will place your letter AND a return envelope if you are providing one. You do not need a stamp for this envelope. The school will pay for postage. Be sure to write "Zinn" above the school's return address. Write the address of the person you are sending your letter to NEATLY in the center of the envelope. You only need "c/o" if you are sending the letter through another person or agency. Be sure your address is complete. On the last line should be the CITY (followed by a comma), then the STATE (you may use the abbreviation and then the complete zip code).

Zinn
Hereford High School
200 Ave. F
Hereford, TX 79045

*Mr. Adam Sandler
c/o Endeavor Agency
9601 Wilshire Blvd., 3rd Fl.
Beverly Hills, CA 90212*

Secondary envelope. This is optional, but if you stated in your letter that you would include it, then you must have one. You will need to provide the postage for this envelope. You will need to address this envelope exactly as it is shown below... EXCEPT print YOUR actual name in place of "Your Name"

Place
stamp
here

*Your Name
c/o Jennifer Zinn
Hereford High School
200 Ave. F
Hereford, TX 79045*