

Addressing an Envelope

English

For many tasks in the Codex, you'll need to send mail. In order to tell the people and machines handling your mail where it should be delivered and where to return it if there are any issues, you need to *address* your envelope:

- Write your name and address in the top left corner. This is the "return address". It's where your letter will be returned if it can't be delivered.
- Write the recipient's name and address in the center of the envelope.
- Place a stamp in the top right corner
- Refer to the [instructions for sending mail](#) in your country.

Jane Jamie Doe
1000 Example St.
Los Angeles, CA 90000



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