

Identify the Problem: I need to mail a letter, but I'm not exactly sure what I need to do to get it sent. I don't want to mess it up.

What Do I Need to Know: I need to know where I can get an envelope, how much postage I need, and if I have the right address written on it. I also need to make sure the letter is sealed up tight, so it doesn't fall out.

Organize the Data: I've already written the letter, so now I just need an envelope. I'll fold the letter neatly, put it in the envelope, and write the address clearly on the front. I'll make sure to include my return address in the top left corner too. Then, I'll grab a stamp.

Find and Identify the Relationship: Mailing a letter is how you send stuff to people. If I don't put the right address or enough postage on it, it won't get to where it needs to go. So, I just need to follow the steps to make sure everything's good to go.

Find a Solution: I'll take the letter to the post office or just drop it in a mailbox nearby. I'll make sure it has the right postage, and then I'm done! I just have to wait for it to get to the person I'm sending it to.