**Identify the problem:** You need to send a letter through the postal system.

**What do I need to know?**: You need to know the recipient's full address, including their name, street address, city, state, and zip code. You also need appropriate postage for the size and weight of the letter.

**Identify all the things I need to know**: You will need an envelope, a pen to write the address, and the letter itself. You might also need to be aware of any specific mailing requirements, like additional postage for heavier items.

**Organize the data**: Write the recipient's address clearly on the front of the envelope and your return address in the top left corner. Insert the letter into the envelope and seal it.

**Find and identify what we are looking for**: Locate a mailbox or visit a post office to send the letter.

**Find a solution**: Place the appropriate postage on the envelope and drop it in the mailbox or hand it to a postal worker.

**Presentation/Tell a Story**: Your letter is now in the mail and on its way to the recipient.