How to Mail a Birthday Card

These days we check our Facebook notifications to see everything about a person. If it's someone's birthday, we generally write "Happy Birthday" on their wall to let them know we thought about them for a few moments that day.

Sending a birthday card is a great way to communicate to your friends and family members that you still care about them even though you haven't seen them in the past 5 years. In this guide, you will learn how to mail a birthday card starting from purchasing the card to dropping it in the mailbox.

Requirements

- Know the address of the person you're sending the birthday card to.
- Know the return address. (Where you want the letter to be sent in case something goes wrong)
- Locate a blue USPS mailbox that you can access

Note: The return address is usually the address of the person sending out the letter

Supplies

- Birthday Card
- Envelope (Birthday card includes one)
- Pen (black or blue ink)
- Stamp

Step 1: Buying the Birthday Card

There are many stores that sell birthday cards. A list of stores that sell cards are listed below:

- CVS
- Duane Reade
- Rite Aid
- Walgreens
- Stop & Shop
- Target

Once you have picked a store, you can go in and buy any birthday card in the card aisle. Birthday cards usually include an envelope for the card. If you do not see an envelope for the card, you can take an envelope from a different card instead. If you do this, make sure the birthday card you chose will fit inside that envelope.

You can write messages in the card and sign it. Once you are happy with the content in your card, you are ready to move on to the following steps.

*** STEPS 2,3, AND 4 ARE INTERCHANGABLE***

Step 2: Writing the Return Address

On the *front* of the envelope, take your pen and write the address you are going to use as the return address on the top *left-hand corner*.

1. The first row of the address should be your **full name**
2. The second row of the address should be the **street address**
3. The third row of the address should include the **city, state, and zip code**

> ** It's better to write out full names such as "street" instead of "St." to minimize confusion.
> **When including the state, make sure it's abbreviated such as "NY" instead of "New York" **

Step 3: Writing the Recipient's Address

On the *front* of the envelope, take your pen and write the address of the person who you're going to send the card to in the *center* of the envelope.

1. The first row of the address should be the **recipient's full name**
2. The second row of the address should be the **recipient's street address.**
3. The third row of the address should include the **recipient's city, state, and zip code**

> ** It's better to write out full names such as "street" instead of "St." to minimize confusion.
> **When including the state, make sure it's abbreviated such as "NY" instead of "New York" **

Step 4: Stamping the Envelope

Peel your stamp and stick it on the front right hand corner of the envelope. This should or will be aligned with your return address.

Step 5: Sealing the Envelope

> *At this point, your envelope should have a stamp and 2 addresses written on the front.*

Flip your envelope so that you are looking at the back of the envelope. The back has a flap that opens and closes.

1. Open the flap and insert the birthday card (front facing you) into the envelope.

2. The envelope will either have a sticker that you can peel or a shiny surface lining the inner flap of the envelope.

IF THERE IS A STICKER:

1. Peel the sticker off
2. Fold the flap down to seal the card inside of the envelope.

IF THERE IS NO STICKER:

1. Lick along the shiny lining of the envelope.
2. Fold the flap down to seal the card inside of the envelope.

Step 6: Mailing the Envelope

At this point, your birthday card should be sealed inside of the envelope which has a stamp and two addresses written on the front side of the envelope.

You are now ready to mail your birthday card.

1. Go to the box which you previously located and bring your envelope.
2. Stand in front of the mailbox with the envelope. (The front has a bar which you can lift down)
3. Put your hand on the lever and lift downwards to open the inside of the mailbox.
4. Place your envelope on the tray attached to the bar on the inside of the mailbox.
5. Close the mailbox by letting go or lifting the bar upwards.

** You may want to check that your envelope was correctly deposited into the mailbox by repeating the last 3 sub steps. If you do not see your envelope on the tray in the inside of the mailbox, this means you completed these steps correctly **

You have just mailed your first birthday card!