A business-size or #10 envelope will hold a standard letter-sized piece of paper folded in thirds. These envelopes are available at any stationery store, or you can go to the post office for envelopes with preprinted postage for your convenience.

This is an illustration of a self-addressed, stamped envelope, or SASE:

RETURN ADDRESS:

Your Permanent Home Address or Parents' Address in case you move or you're away over school break POSTAGE REQUIRED *Use a USPS Forever Stamp to insure delivery*

SELF-ADDRESSED: Your Name Your Current Address Including Your Zip Code