



Appendix E

Important Reminders for Addressing Your Thank You Letter:

Once you've written your thank you card or letter to your cooperating teacher, you have the option of hand delivering it, or sending it to them using postal mail. If you'd prefer to mail your letter to them, you can do so by sending your correspondence to them at the school. Here are a few tips to ensure your letter reaches its destination:



Make sure the address is accurate, using a complete and correct address. Check the school's website to double check your information.



Neatly print the delivery address (who it is to) and the return address (yours) on the front of the envelope using a black ink pen.



Don't forget to add a stamp! The current cost (as of August 2017) to mail a letter or card within the United States is \$0.49. Visit www.usps.com for more information.

Sample envelope:

*Place postage stamp in upper
right-hand corner.*



Your info goes here.

Hoosier Student
1234 IU Ln.
Bloomington, IN 47405



*Your cooperating teacher's info
goes here.*

Ms. Amazing Teacher
Great Elementary School
1234 We Rock Ave.
Bloomington, IN 47405