

信封書寫範例

一、直式

Diagram illustrating the layout of a vertical envelope. The envelope is divided into three main sections. The top-left section contains the postal code 23583 and a 15元郵票 (15元 stamp). The top-right section contains the postal code 24133. The middle section contains the recipient's name 王大銘 and the word 收 (Received). The bottom-left section contains the sender's address: 新北市中和區立人街2號 and 新北市學前特教資源中心寄. The bottom-right section contains the recipient's address: 新北市三重區安樂街○號○樓 and the recipient's name 王小美. Callouts point to various elements: '貼上 15 元郵票' (Paste 15元 stamp) points to the stamp; '家長姓名' (Parent name) points to 王大銘; '請填妥 5 碼 郵遞區號' (Please fill in 5-digit postal code) points to 24133; '家長通訊地址' (Parent communication address) points to the sender's address; '幼兒姓名' (Child name) points to 王小美.

二、橫式

Diagram illustrating the layout of a horizontal envelope. The envelope is divided into three main sections. The top-left section contains the postal code 23583 and the sender's address: 新北市中和區立人街2號 and 新北市學前特教資源中心寄. The top-right section contains a 15元郵票 (15元 stamp). The middle section contains the postal code 24133 and the recipient's address: 新北市三重區安樂街○號○樓. The bottom section contains the recipient's name 王大銘 and the word 收 (Received). The bottom-right section contains the recipient's name 王小美. Callouts point to various elements: '貼上 15 元郵票' (Paste 15元 stamp) points to the stamp; '家長通訊地址' (Parent communication address) points to the sender's address; '家長姓名' (Parent name) points to 王大銘; '幼兒姓名' (Child name) points to 王小美.