

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 (receive). 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 child's name 王小美. Callouts point to various parts: '貼上 15 元郵票' points to the stamp; '家長姓名' points to the recipient's name; '請填妥 5 碼 郵遞區號' points to the postal code 24133; '家長通訊 地址' points to the sender's address; and '幼兒 姓名' points to the child's name.

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 name 王大銘 and the word 收 (receive). The bottom-right section contains the child's name 王小美. Callouts point to various parts: '貼上 15 元郵票' points to the stamp; '家長通訊 地址' points to the sender's address; '家長姓名' points to the recipient's name; and '幼兒姓名' points to the child's name.