

**IX. THE ENVELOPE**

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N. Y.*

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% Mrs. John Hart. Del.*

It will be observed in these forms different titles are used, the directions comprise town, county and state; city and state, with street and number; also to the care of another person.

If enclosing a letter of introduction, leave the envelope unsealed, and in the lower left-hand corner write the name of the person introduced.

*Messrs. Hart & Lee,  
44 Park Place,  
Introducing New York.  
Mr. Ray Law.*

If a letter is sent by a friend, the name of the bearer is also written in the lower left-hand corner.

Special request envelopes are those bearing the name and address of the writer, written or printed, with time specified for return if not delivered. They are not advertised or sent to the Dead Letter office.