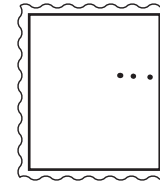# How to Address Your Envelope

Write your name and address in the upper left-hand corner.

JOHN KNOX
316 VANDERWERP HALL
CALVIN UNIVERSITY
GRAND RAPIDS, MI 49546

Place the stamp in the upper right-hand corner.

Write your donor's formal name and address in the center of the envelope.

MR. JOHN CALVIN
3201 BURTON ST. SE
GRAND RAPIDS, MI 49546