

Paragraph on How to Post a Letter

We often write letters to our dear ones who live some distance away. In order to post a letter, you need to do certain things. First, you go to the post office and buy an envelope. Then enclose MUM the letter into the envelope and close it with some glue. Next to that, write the address of the addressee on the envelope and ask the man at the inquiry for its charge. He will weigh your letter and tell you the charge. Then you go to the ticket counter and buy the tickets for the fixed amount. You can also go to the franking machine operator if it is available at the post office. Now, stick the tickets in the envelope. Finally, drop the letter into the postbox. You have successfully posted your letter and wait for your return mail.