Company Name
Return Address
City, State, Zip

RETURN ADDRESS WINDOW
Designated area for the return address. This area is 3.25" x 0.875"

Any information or logos printed outside of the green area will not be visible when in the envelope. This area can be fully designed/customized.

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First Name Last Name
Address, Address2
City State Zip

ADDRESS WINDOW
Designated area for the mailing address. This area is 4.50" x 1.00"

No part of your design can be in this area.

FOLD LINE

CUT LINE - 8.50" x 11.00"
The final size of the letter after printing and trimming.

BLEED LINE - 8.75" x 11.25"
Design should include of bleed beyond the cut line.

FOLD LINE

SAFE MARGIN - 8.25" x 10.75"
Text and important information should not exceed this area.