

LETTER - SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE



Use this template to check:

- General Mailability: minimum required dimensions
- Postcards: maximum dimensions
- Letters: maximum dimensions
- Machinability: check aspect ratio

Machinability:

To meet machinable requirements, the tip of the upper-right corner of the mailpiece must touch this shaded area and meet the thickness standards (check for maximum thickness by passing the piece through the slot below). Letter-size mailpieces more than 4 - 1/4" high or 6" long must be at least 0.009" thick to be machinable.

Maximum postcard dimensions: 4 - 1/4" high, 6" long, 0.016" thick

Minimum mailable dimensions for pieces 1/4" thick or less:
3 - 1/2" high, 5" long, 0.007" thick

1/4"
Maximum
Thickness

To measure smaller thicknesses noted on this template, use a micrometer or consult a Postal Mailpiece Design Analyst (MDA).

Aspect ratio (length divided by height) must be between 1.3 and 2.5 inclusive. First-Class Mail and Standard Mail letters that exceed the minimum dimensions and are within the dimensions of this template, but not within aspect ratio, are nonmachinable.

To use this template, place lower-left corner of mailpiece here. See examples on reverse.

5" - Minimum Mailpiece Length

6" - Maximum Postcard Length

11 - 1/2" - Maximum Letter Length

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6 - 1/8" - Maximum Letter Height

4 - 1/4" - Maximum Postcard Height

3 - 1/2" - Minimum Mailpiece Height