

MACHINABLE/AUTOMATION COMPATIBLE LETTER SIZED MAIL PIECES

Specific to postcards that exceed 6 inches long, 4-1/4 inches high or for envelopes – **not folded self-mailers**. See folded self-mailer document for further specifications on this type of mailpiece.

Letter dimensions

	Minimum	Maximum
Length	5 inches	11-1/2 inches
Height	3-1/2 inches	6-1/8 inches
Thickness	0.007 inch	1/4 inch

Minimum

3-1/2 inches high, 5 inches long, and either 0.007 inch thick if not more than 4-1/4 inches high and 6 inches long; **or 0.009 inch thick if more than 4-1/4 inches high or 6 inches long, or both.**

Maximum for letters and letter sized cards

6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.

Shape

Rectangular, with four square corners and parallel opposite sides.

Aspect ratio (length divided by height)

1.3 to 2.5

Letter-size, single sheet card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch):

Corner radius
maximum 1/8"

