

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

Machinable Sizes:

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). Mailpieces more than 4 - 1/4" high or 6" long must be at least .009" thick to be machinable.

Maximum postcard dimensions: 4 - 1/4" high, 6" long, .016" thick

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