

# LETTER-SIZE MAIL DIMENSIONAL STANDARDS TEMPLATE



USE THIS TEMPLATE TO CHECK FOR MINIMUM SIZE,  
PROPER HEIGHT TO LENGTH RATIO AND THICKNESS.

**STANDARD SIZES** (Only for First-Class Mail weighing one ounce or less):

THE TIP OF THE UPPER RIGHT CORNER OF THE MAILPIECE MUST TOUCH THIS SHADED AREA TO BE MAILED AT REGULAR POSTAGE.

A SURCHARGE WILL BE ADDED TO NON-STANDARD SIZE MAIL.

MAXIMUM POSTCARD DIMENSIONS - 4 1/4" BY 6"

Minimum Size

MINIMUM PIECE DIMENSIONS —

3 1/2" by 5" and at least .007 inches thick

To be mailable, piece edges must touch or extend beyond dotted lines.

Pieces .25 inch thick or less not meeting any one of these requirements are NONMAILABLE. (Pieces such as keys and identification devices are not subject to the minimum standards except for the thickness requirement.)

TO USE TEMPLATE, PLACE LOWER LEFT CORNER OF PIECE HERE.

1/4 inch  
Maximum  
Thickness

6 1/8 inches  
Maximum Height of LETTER-SIZE Mail

Check the thickness and height standards by sliding the piece through the 1/4-inch slot lengthwise. If piece does not pass through, CHARGE REGULAR POSTAGE PLUS SURCHARGE.

**Nonstandard First-Class Mail Size Limits.** A piece of First-Class Mail weighing 1 ounce or less is non-standard if it exceeds any of the following size limits:

- Its length exceeds 11-1/2 inches.
- Its height exceeds 6-1/8 inches.
- Its thickness exceeds 1/4 inch.
- Its aspect ratio (length divided by height) does not fall between 1 to 1.3 and 1 to 2.5, inclusive.

Minimum Size

5 inches

6 inches

11 1/2 inches

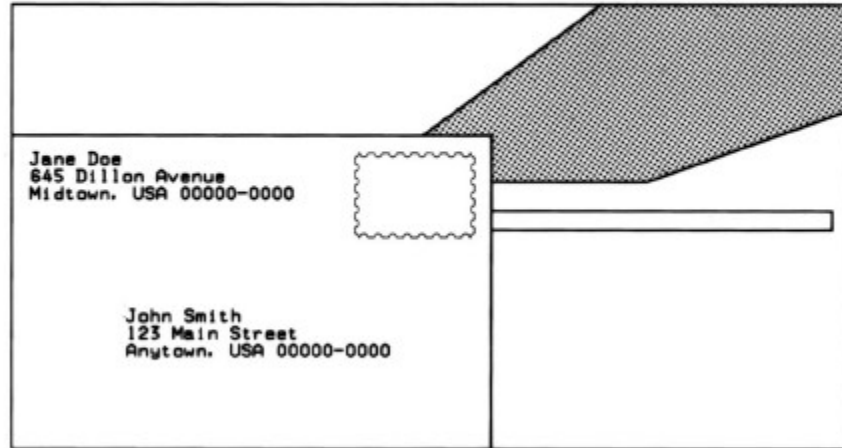
Notice 3A/AUG 1998

D-1050251 Rev A

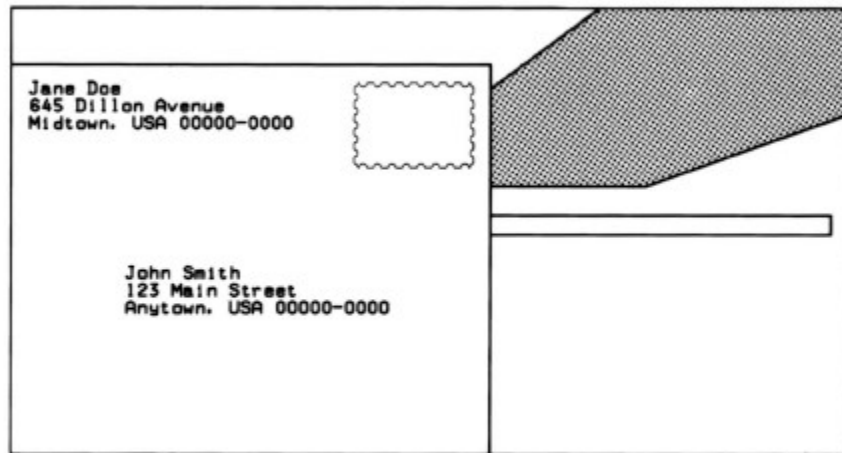
# EXAMPLES OF USING TEMPLATE

## PROCEDURE FOR USE OF TEMPLATE:

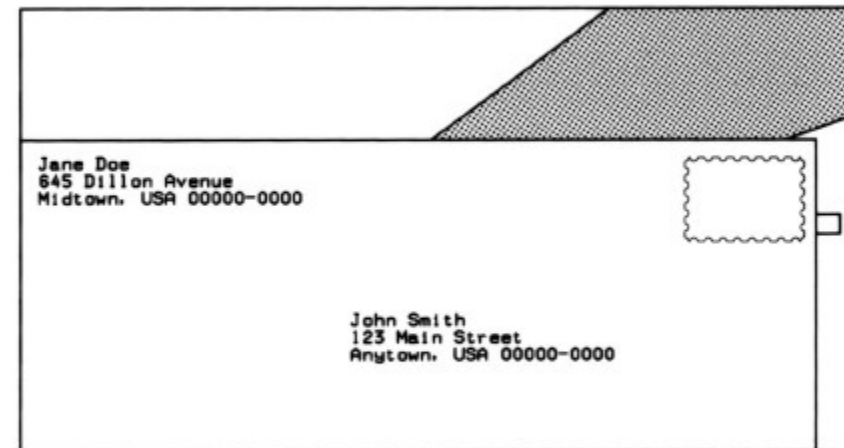
1. Align the piece with the lower left corner of this template (just inside the lines).
2. The upper and right side of the piece must touch or extend past BOTH the top and right-hand minimum lines. Otherwise, the piece cannot be accepted for mailing.
3. If the piece meets the minimum size, but the upper right corner falls outside the shaded area of the template, or is larger than the template, the piece may be mailed. CHARGE REGULAR POSTAGE PLUS SURCHARGE.
4. If the piece meets all other criteria, check the thickness. If the piece exceeds 1/4 inch in thickness, CHARGE REGULAR POSTAGE PLUS SURCHARGE.



**WITHIN RATIO**



**TOO HIGH  
(Subject to Surcharge)**



**TOO LONG  
(Subject to Surcharge)**