

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 and Single-Piece Third-Class Mail weighing one ounce or less):

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

A SURCHARGE WILL BE ADDED TO NON-STANDARD MAIL

Maximum Postcard Dimensions — 4 1/4" by 6"

MINIMUM STANDARDS - Acceptable for mailing
3 1/2" by 5"
at least .007 inches thick (dotted lines)

Items .25 inches thick, or less not meeting any one of these requirements are nonmailable (items 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 MAILING PIECE HERE.

1/4 inch
Maximum
Thickness

6 7/8 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 and Third-Class Mail Size Limits. A Piece of First-Class Mail or Third Class Single Piece Rate 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 6-7/8 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.

5 inches

6 inches

11 1/2 inches

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6 7/8 inches

4 1/4 inches

3 1/2 inches