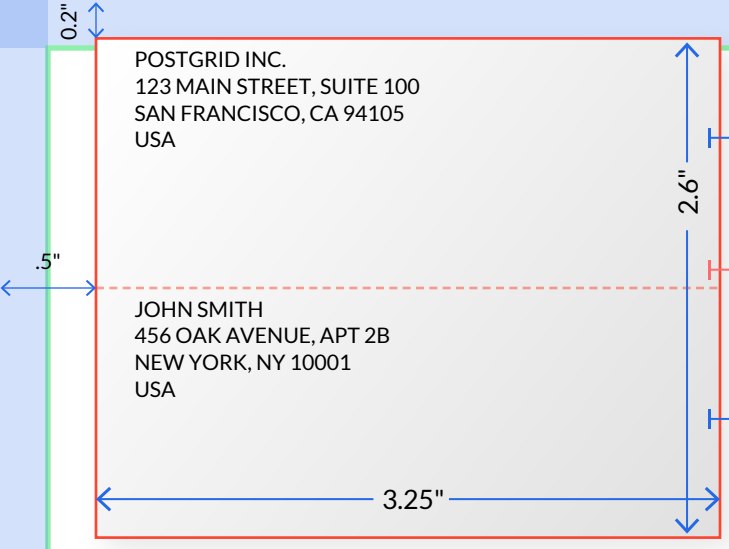
US & International Letter Design Guidelines (8.5” x 11”)



Sender Address Zone
Upper half: 3.25” x 1.3”

Address Zone
No artwork or ink here

Recipient Address Zone
Lower half: 3.25” x 1.3”

.25"

Fold Line 2
7.333” from bottom

Print Size
Printed letter size 11” x 8.5”

Margin

Safe Zone
All text and design elements
must remain within 8” x 10.5" size.

Margin

Margin
This is a non-bleed format.
Maintain a 0.25” safety margin for all side

Fold Line 1
3.667” from bottom

7.333"

3.667"

Important Notes:

- Address zones will cover any content beneth them
- Use the addressPlacement parameter in the API to insert a blank page for the address if needed
- Keep Critical content wthin the safe zone
- Avoid placing important content near fold lines
- Tri-fold: Page divided into three equal panels
- 2D Barcode: 0.5" × 0.5" at left: 0.087", top: 10.413"
- Serial Number: 8pt, rotated 90° CCW at left: 0.2", top: 10.2"
- Both are auto-added at print; they won't appear in your letter preview
- Do not place artwork in the 2D barcode area

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Margin