Inside top panel

Window (keep clear)
Shows the recipient address once folded

Fold line, 3.688" from top

Inside middle panel

Check letter snap pack: inside

Single sheet, tri-folded (C fold) and sealed on three sides with tear-off edges.

Sheet size	8.5" x 11", tri-fold (C fold)
Perforation zone	7.5" x 10", 0.5" ink-free border on all edges
Safety area	7.25" x 9.25" inside the perforation zone
Fold lines	3.688" and 7.379" from the top
Outside middle panel	Leave blank. Postage indicia and tracking barcode print here.
Window	Top panel reveals the recipient address on the inside bottom panel
Outside	Security pattern printed on the outside panel; keep it clear

Fold line, 7.379" from top

Inside bottom panel

Recipient address
Prints upside down; reads through the window when folded

Outside top panel

Check letter snap pack: outside

The outside carries the printed security pattern, postage indicia and tracking barcode.

Outside	Security pattern printed on the outside panel; keep it clear
Window	Top panel reveals the recipient address on the inside bottom panel
Perforation zone	7.5" x 10", 0.5" ink-free border on all edges

Fold line, 3.688" from top

Outside middle panel

Outside middle panel

Leave blank. Postage indicia and tracking barcode print here.

Fold line, 7.379" from top

Outside bottom panel