Letter design guide

8.5" × 11" — standard #10 letter, no bleed

RECIPIENT ADDRESS

Prints here and shows through the #10 envelope window. Your return address prints just above it. Leave this area clear in your design.



How letters print

- No bleed. Letters print at trim size — design exactly to 8.5" × 11" and do not extend art past the page edge.
- Keep all text and logos inside the green safe area (0.25" margin) so nothing is clipped at the printer edge.
- The recipient address, your return address, and the USPS barcode are added automatically in the box above — keep it clear.
- A faint vertical "Sent by SendMailr.com" line prints inside the margin along one edge.
- Multi-page letters: every sheet is 8.5" × 11" with the same safe area.

Page 8.5" × 11" • Safe margin 0.25" all sides • Safe area 8.0" × 10.5" • Units: inches

SAFE AREA — 8.0" × 10.5"

Address area — keep clear

Design canvas — 8.5" × 11". Guides shown here do not print.