

0.25 inch from top edge

SAFE ZONE (10 x 8 inch)

*** STATE PRINT & MAIL**

1698 A STREET
HELENA MT 59601

DATE HERE: 01/01/2020

*This is for a standard 6 x 9 inch window envelope.
Many other options are available with different
window sizes and placements.

FROM TOP
3.625 inch

FROM TOP
3.875 inch

SAFE ZONE (5 x 1.625 inch)

WINDOW 4.5 x 1.125 inch

FROM SIDE
0.50 inch

FROM SIDE
0.75 inch

BUSINESS NAME
FIRST NAME LAST NAME
ADDRESS 1
ADDRESS 2
CITY ST ZIP COUNTRY

Maximum 5 lines per address
Maximum 40 characters per line
Maximum 2 address lines
Minimum 10 pt universal font
All caps, no commas or periods

FOLD

OR DATE HERE: January 1, 2020

Dear Firstname Lastname,

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0.25 inch from left edge