PARCELGUIDE

Royal Mail Letter size template

Print A4 landscape at Actual size (100%). Check both 100 mm lines with a ruler before use.

Letter footprint 240 × 165 mm

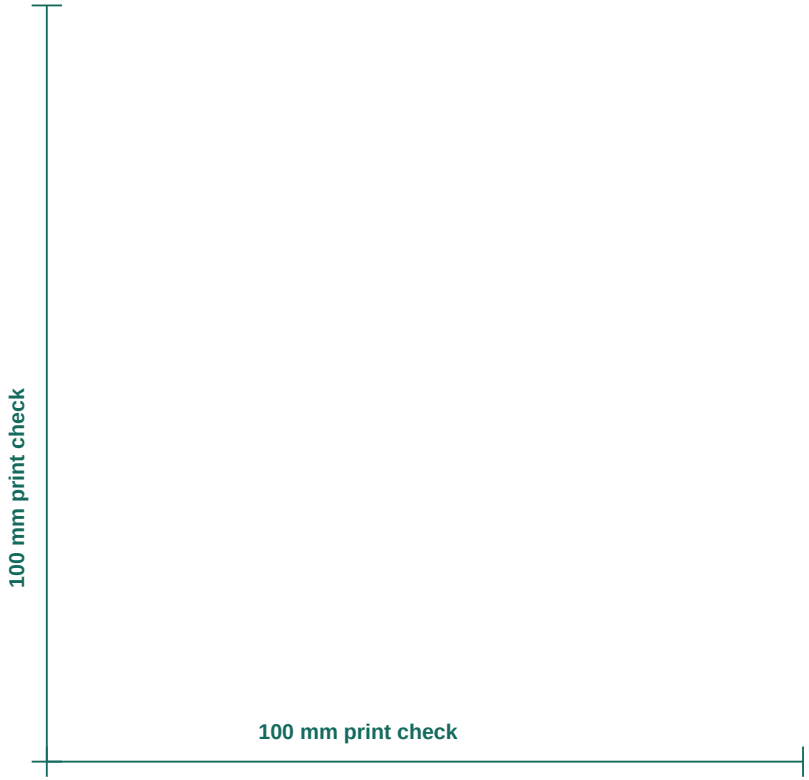
Lay the sealed envelope flat inside the outline. Check its widest points.

UK Letter limits: 5 mm thick and 100 g. Weigh the sealed envelope.

A5 paper in C5 (229 × 162 mm): usually Letter if within 5 mm and 100 g.

A4 paper unfolded in C4 (324 × 229 mm): use the Large Letter outline.

Fold A4 once to use C5, then recheck the sealed thickness and weight.





Letter

Large Letter

Check the thickest point with a ruler.

Use the scale as a visual reference.

Size source: Royal Mail stamp FAQs and Large Letter help

Large Letter size template | Left half

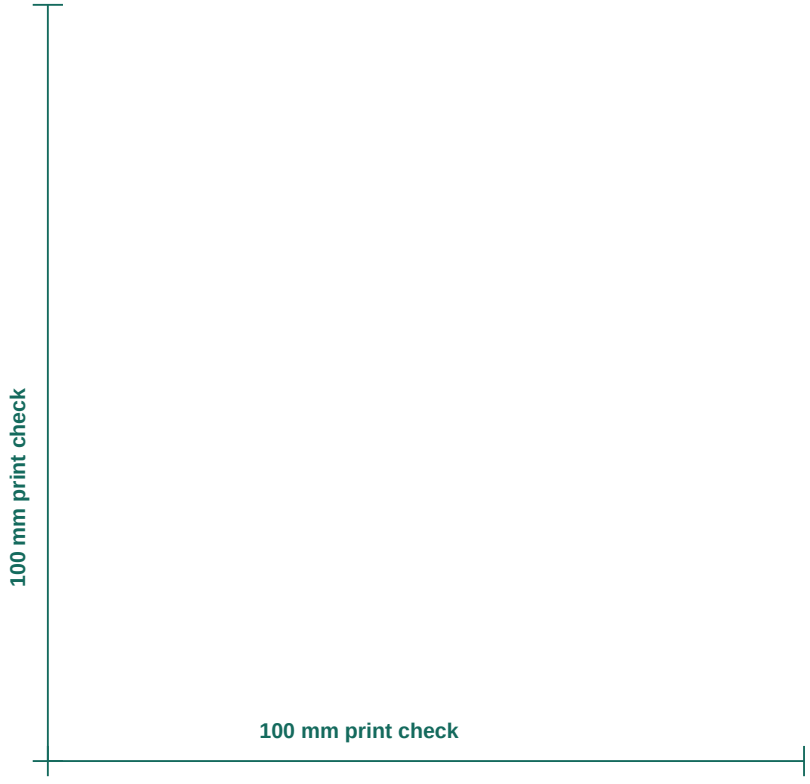
Print A4 portrait at Actual size (100%). Check both 100 mm lines on each sheet.

The full Large Letter outline is bigger than A4.

Join pages 2 and 3 for a 353 × 250 mm outline.

Trim along both dashed edges and tape the
edges together without a gap or overlap.
Align the top, middle and bottom marks.

Use the full outline to check the packed item.
UK Large Letter limits: 25 mm thick and 750 g.
Measure the thickest point and weigh separately.



Size source: Royal Mail stamp FAQs and Large Letter help

PARCELGUIDE

Large Letter size template | Right half

Print A4 portrait at Actual size (100%). Check both 100 mm lines on each sheet.

The full Large Letter outline is bigger than A4.

Join pages 2 and 3 for a 353 × 250 mm outline.

Trim along both dashed edges and tape the
edges together without a gap or overlap.
Align the top, middle and bottom marks.

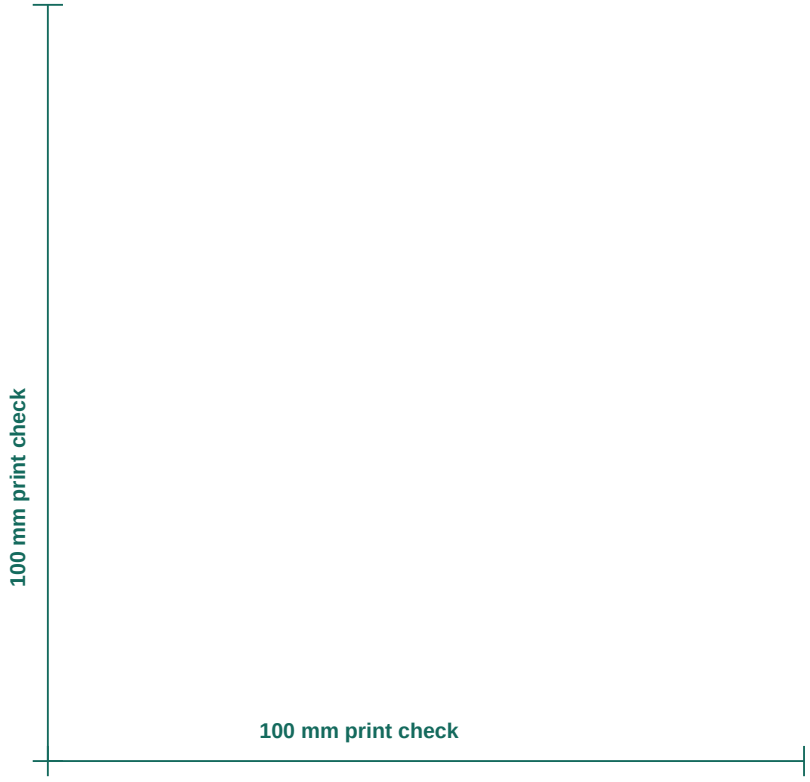
Use the full outline to check the packed item.
UK Large Letter limits: 25 mm thick and 750 g.
Measure the thickest point and weigh separately.

5 mm

Letter

25 mm

Large Letter



Size source: Royal Mail stamp FAQs and Large Letter help