Finished size: 9.25" x 4"
Letter size

1. Cut on the black lines and remove the small pieces labeled “cut.”
2. Fold on the gray lines.
3. First fold the sides in and fold the bottom part up. Apply double-faced tape or glue to the sides and attach the bottom section.
4. Fold the top section down. Seal with double-faced tape or glue before mailing.