

1.0 Physical Standards for Letters

1.1 Dimensional Standards for Letters

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick. For pieces more than 4-1/4 inches high or 6 inches long, or both, the minimum thickness is 0.009.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4-inch thick.
- c. Not more than 3.5 ounces (First-Class Mail letter-size pieces over 3.5 ounces pay flat-size prices).
- d. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 201.1.1.1](#).

1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see [601.1.1.2](#) to determine the length, height, top, and bottom of a mailpiece):

- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, enclosed in any plastic material, or has an exterior surface made of a material that is not paper. Windows in envelopes made of paper do not make mailpieces nonmachinable. Attachments allowable under applicable eligibility standards do not make mailpieces nonmachinable.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, keys, or coins that cause the thickness of the mailpiece to be uneven; or loose keys or coins or similar objects not affixed to the contents within the mailpiece. Loose items may cause a letter to be nonmailable when mailed in paper envelopes; (see [601.3.3](#)).
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- f. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- g. Has a delivery address parallel to the shorter dimension of the mailpiece.
- h. Is a self-mailer that is not prepared according to [201.3.14](#).
- i. Is a booklet that is not prepared according to [201.3.16](#).