

Outside Seal Flap

↑FLAP↑

Face of Envelope

3.875" x 8.875" Open Side

Inside  
Seal Flap

**Clear Space for Gum Area**

↑FLAP↑

**Clear Space for Throat Area**

Back of Envelope

**Clear Space for Seal Area**

Copy in this area will be torn off when envelope is opened.  
Non-critical copy is permissible in this area.