



APPEAL LETTER

FOR USE WITH
#10 WINDOW ENVELOPE

ADDRESS AREA
(KEEP CLEAR)

DETAILS -	
Flat Size	8.5 x 14
Folded Size	8.5 x 3.5
Reply Panel Size	8.5 x 3.5
*Download the corresponding envelope template for correct window placement.	

SAFETY ZONE: Place all copy within the safety zone. Tip: Keep copy at least .125” away from all trims and folds for a balanced appearance.

TRIM LINE: The final trim of the document.

BLEED: If your document has content (graphics, pictures, etc) that reaches the trim line the content must extend all the way to the outer edge of the Grey Bleed Box.

FOLD

FOLD

PERFORATION AND FOLD

TEAR-OFF REPLY SLIP
8.5” x 3.5”
(FITS A #9 ENVELOPE)

FOR BEST RESULTS: Leave a space on the reply slip to print the donor name, address and ID number.