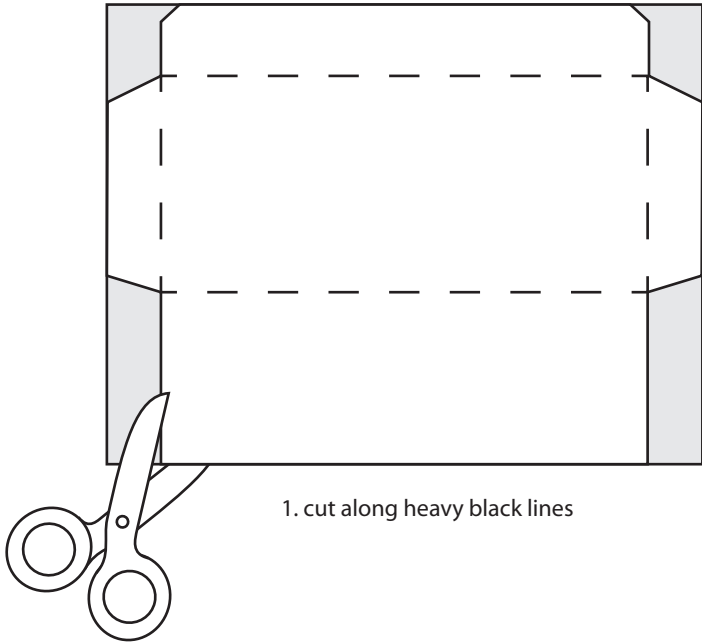
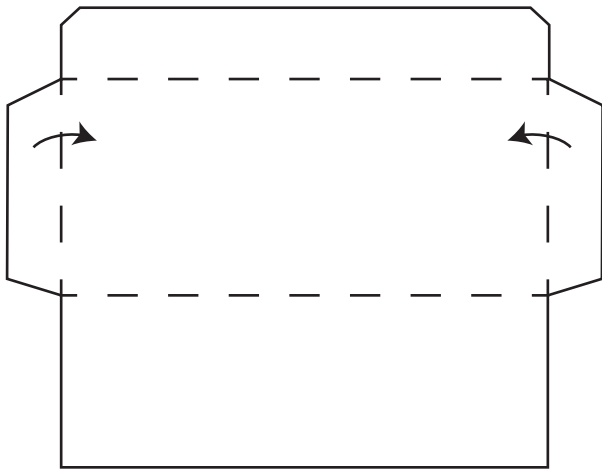


# Envelope Template Instructions

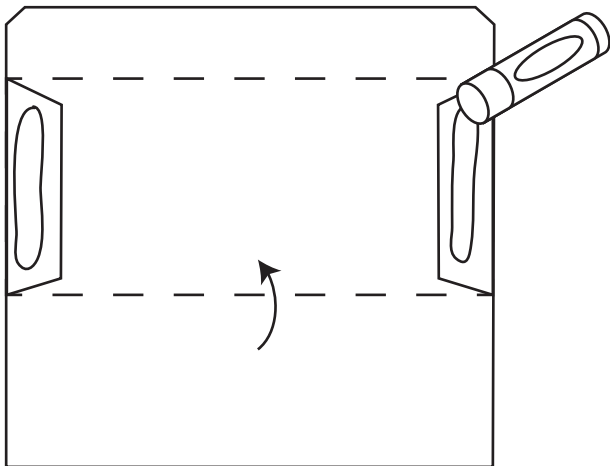
Materials: envelope template, scissors, glue stick, tape



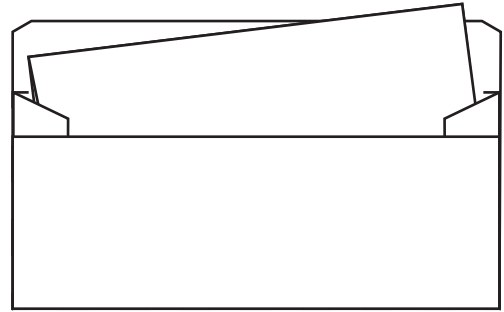
1. cut along heavy black lines



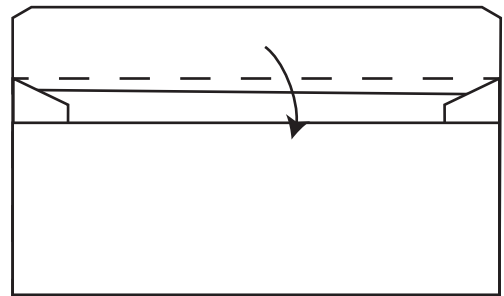
2. fold in side tabs



3. apply glue to side tabs then fold up bottom



4. Fold letter into thirds and insert into envelope



4. Fold over top tab and tape shut