

How to Fold a Business Letter

Dixie Expertly Folds a Business Letter



Dixie Folds a Letter

To demonstrate folding a business letter Dixie uses the standard business envelope (Legal or #10 envelope in the US which can be substituted with a similar envelope used in Europe and other countries).

First Dixie folds the bottom third up (a little over $\frac{1}{3}$ actually). She uses the envelope as the guide on how far to go up. After that she folds the top (almost a $\frac{1}{3}$) down.

The "thirds" are not totally complete: the last part is slightly smaller. The folded letter should be almost exactly the same size as the envelope and should face the back of the envelope if possible.

Folding and inserting the letter this way in the envelope makes it easy for the receiver to lift the fold that will show the top of the page and the sender. Always use the proper sized envelope, Dixie insists!

Dixie also suggests you try to set the page up so that when the bottom third is folded up, the salutation is just above the edge of the paper. It looks very professional, Dixie knows.

This information was found on the following website:

<http://www.savvy-business-correspondence.com/BusinessLetterFolding.html>