

Folding and Inserting Letters

I suggest teaching students the “rules” from the most commonly referenced business manual, as summarized below. If you reference the manual, you will also find pictures that show the proper way to insert the letter into the envelope once it is folded.

1. To fold a letter in thirds
 - (1) Bring the bottom third of the letter up and make a crease.
 - (2) Fold the top of the letter down to within $\frac{3}{8}$ inch of the crease you made in step 1. Then make the second crease.
 - (3) The creased edge made in step 2 goes into the envelope first.
2. If the envelope is smaller
 - (1) Bring the bottom edge to within $\frac{3}{8}$ inch of the top edge to make a crease.
 - (2) Fold from the right edge, making the fold a little less than $\frac{1}{3}$ the width; crease.
 - (3) Fold from the left edge, bringing it to within $\frac{3}{8}$ inch of the crease made in step 2; crease.
 - (4) Insert the left creased edge into the envelope first. This will leave the crease in step 2 near the flap of the envelope.
3. When folding a letter in half
 - (1) Bring the bottom edge to within $\frac{3}{8}$ inch of top edge; crease.
 - (2) Insert creased edge into the envelope first.

Directions from: Sabin, W. (2005). *The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting*, 10th ed., pp. 417–418. NY: McGraw-Hill.