

Package `envelope-letter` version 1.0

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Abstract

This package provides a command `\makeenvelope` which draws a layout to fold the first page of a letter into its own envelope, fulfilled with the recipient's and sender's address.

The package also provides an estimation of the total letter's mass to foresee the stamping rate, and can print a stamp provided as a picture on the envelope.

It can be useful when running out of envelopes, or to spare a little of paper (especially when letter is an odd number pages long). It can also help implementing a (somewhat "poor man's") automated batch letter generating system.

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1 Basic usage

Currently, this package has been developed with the `letter` class only in mind (although it may work with other letter classes). This limitation is intended to be removed in a future release.

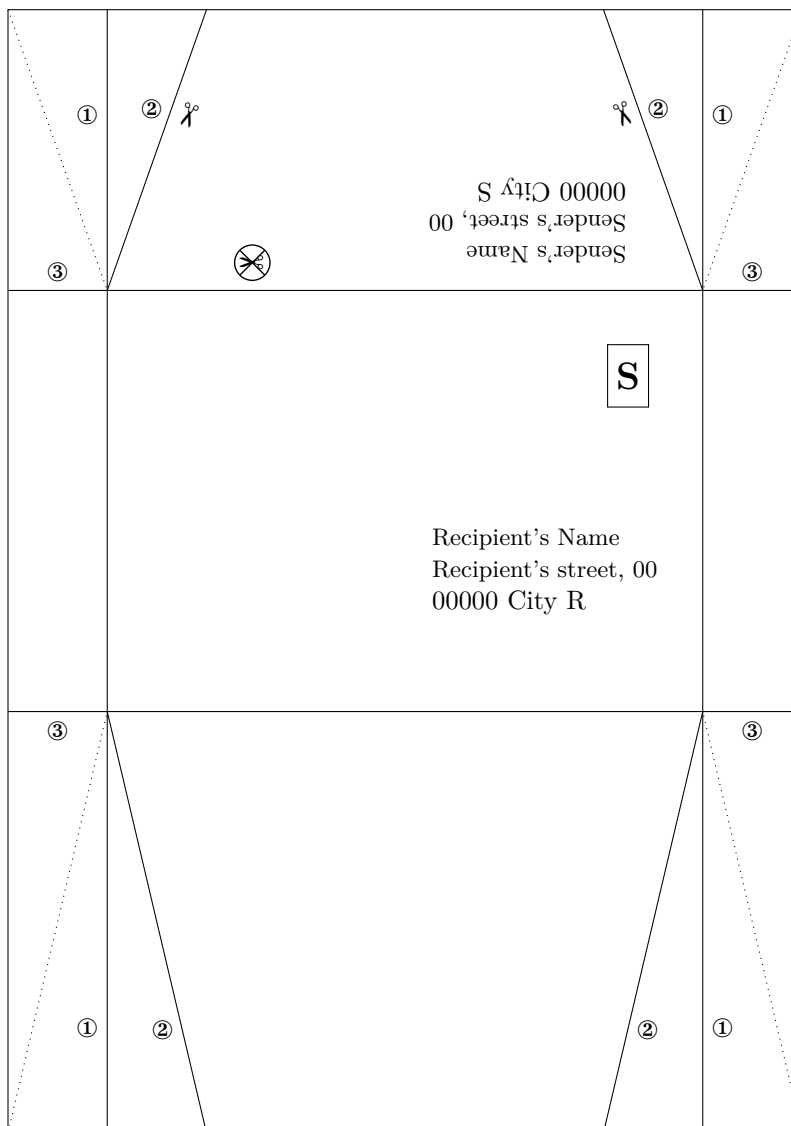
Simply load the package using `\usepackage{envelope-letter}`, and start writing your letter as usual. Right after the `\begin{letter}` statement, use the command `\makeenvelope` to print the layout on a newly inserted page, just before the letter body¹. The layout automatically adjusts itself to any paper format and orientation.

The command `\setstamp{<stamp LATEX material>}` enables to add stamps. Invoked just before `\makeenvelope` within the `letter` environment sets the stamp for the current envelope only. Used anywhere else outside applies this stamp to every subsequent envelopes.

When writing is finished, print the letter, fold the envelope and add the required stamps. Seal it and just send it. If the letter is more than one page long, one can simply fold the extra paper sheets and put them into the envelope.

2 Folding the envelope

Here is a preview of the default printed layout:



Folding the envelope is quite straightforward. Looking at the recto of the envelope (like in the current example), simply fold the line to hide the flaps behind the paper sheet, following the steps from 1 to 3. To seal the envelope, put adhesive tape on the sides of the rear flaps².

Scissors symbols are instructions to the recipient, to remind not to cut the top of the envelope. While this is the standard way to proceed, with the here crafted envelope it will result in ripping the header of the letter.

¹The envelope is not taken into account in the letter's page numbering.

²Glue should be avoided, as it may result in tearing the letter up when opening.

Stamp is here just as an illustration. If none is supplied, nothing is drawn (default behaviour). Other package options can customize what is actually printed (see below).

3 Options

This packages provides several options to control what should be drawn. These options can be passed directly to the package at loading, or using the `\envelopesetup` command anywhere in the document. In these cases, options will be applied for all following envelopes created in the document.

Options can also be passed as an optional argument to the `\makeenvelope` command using the syntax `\makeenvelope[<options>]`. In this case, they will have effect for the current letter only, temporarily overwriting global options.

Options are input as a comma separated list of `<key>=<value>` pairs and processed by `\pgfkeys`. Supported options are:

- `grammage=<number>`: set grammage (surface density) of paper (in $\text{g} \cdot \text{m}^{-2}$)³ (*default* $80 \text{ g} \cdot \text{m}^{-2}$),
- `fold lines mode=<number>`: set lines drawing mode (0: no lines, 1: only fold ticks, 2: full fold lines), (*default* 2),
- `lines`: print full fold lines (equivalent to `fold lines mode=2`) (*default*),
- `ticks`: print only fold ticks (reduces ink consumption and visual overload, equivalent to `fold lines mode=1`),
- `no lines`: for hardcore users (equivalent to `fold lines mode=0`),
- `steps`: print folding steps (*default*),
- `no steps`: do not print folding steps,
- `instructions`: print opening instructions, to prevent recipient opening the letter by cutting the top edge (scissors symbols) (*default*),
- `no instructions`: do not print opening instruction (to save ink, or when you trust the recipient to open the letter safely).

Some shortand keys are also provided:

- `full`: shortand for "lines, steps, instructions" (*default situation*),
- `eco`: shortand for "ticks, no steps, no instructions",
- `empty`: shortand for "no lines, no steps, no instructions".

4 Layout proportions

This envelope was inspired by this article: <https://www.imprimeur-imprimerie.com/comment-faire-une-envelopppe-avec-une-feuille-a4-astuces-pratiques>⁴. For those interested in folding the envelope whitout using the package, here are the layout proportions:

- lines of step 1 are parallels to the longest side of the sheet, at $\frac{1}{8}$ and $\frac{7}{8}$ along the shortest side length from right to left. They can be obtained by folding the width of the paper three times in two,
- lines of step 2 are the diagonals of the rectangles made by the top and bottom edges of the sheet, and the lines of step 3. These rectangles appear only when lines of step 1 are folded, but the dotted lines give a preview of those diagonals,
- lines of step 3 are parallels to the shortest side of the sheet, at $\frac{1}{4}$ and $\frac{5}{8}$ along the longest side, from top to bottom. First, fold the height of the paper two times in two to make the flap (upper folding line), then fold the remaining aera in two to make the envelope container.

5 Dependencies

This packages relies on and loads the packages `tikz`, `pgfopts`, `geometry`, `graphics`, `pifont` and `fp`.

³Other grammage system and units should be implemented in a future release (pound per ream, oz/ft²...)

⁴Consulted in august 2025, in french. The article also gives motivation to craft such envelopes.