Directions



Print as many stationery pages as you need, when you need them. The more embellished of the two are intended to be used for the first page of your letter.



The less embellished page is for subsequent pages.



The Contact Log is for you to keep track of who you have sent letters to or received letters from.



The matching envelope is easy to assemble. Print this page full size and the next page on the back of it. Your envelope will be “lined” when you assemble it.



- Center rectangle: This is the front of the envelope (where the address and stamp go).
- Bottom rectangle: Folds up first to form the back pocket.
- Side flaps: Fold inward and glue to the bottom pocket.
- Scalloped top flap: Folds down last to seal the envelope. You can seal the envelope with a glue stick or double sided tape. We don’t recommend using a wet glue like School Glue because it will have a tendency to warp the paper.





Contact Log

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Name: _____

Address: _____

_____

Sent [ ] Received [ ] Date: _____

Notes: _____

_____

Outside of Envelope

Cut out along solid line.
Fold at corners.



