

Package `envelope-letter` version 1.1

Florian Tasso *

August 28, 2025

Abstract

This package provides the `\makeenvelope` command, which draws a layout for folding the first page of a letter into its own envelope, filled in with both recipient and sender addresses.

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

Contents

1	Basic Usage	2
2	Folding The Envelope	3
3	Options	3
4	Layout Proportions	4
5	Dependencies	5
6	Change History	5

*E-mail: florian dot tasso at gmail dot com.

1 Basic Usage

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.

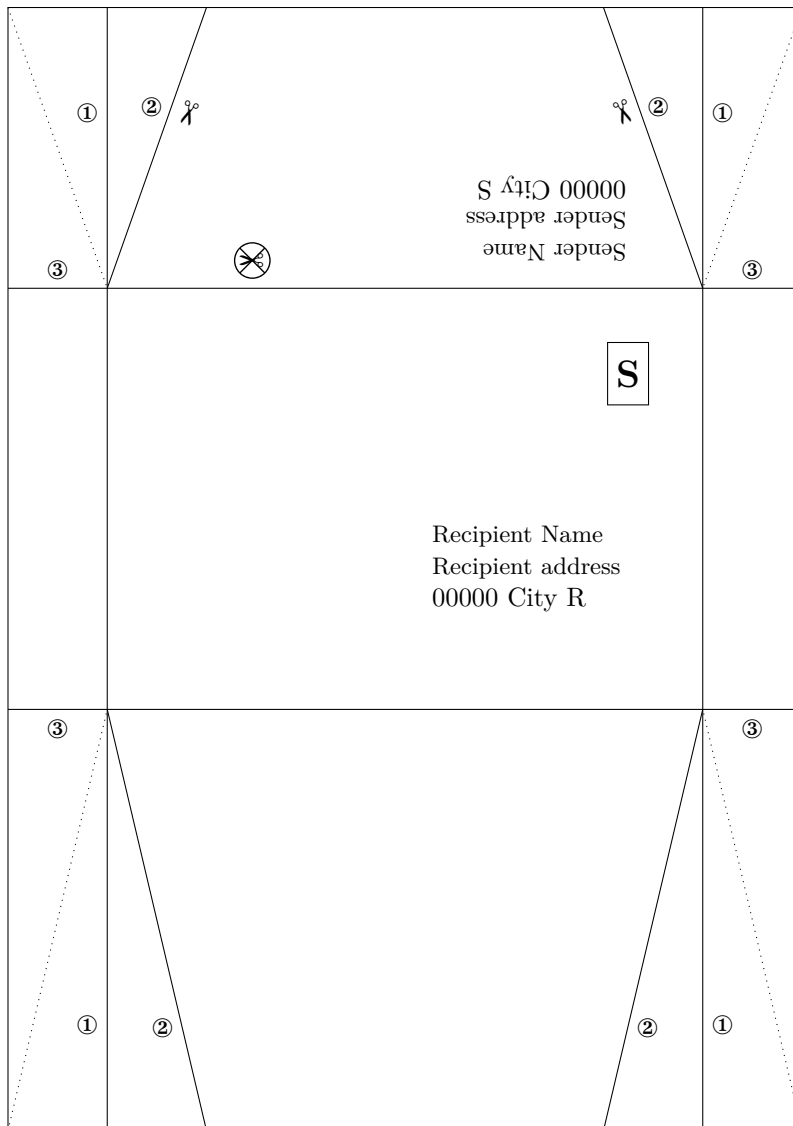
This package works with classes `letter` and `lettre` (and probably other), that is to say it automatically extracts recipient and sender addresses from file content. Two keys are also provided to manually specify these addresses, so the package can work with virtually any class, even non-letter-related ones like `article` (see section 3).

The `\makeenvelope` can actually be used anywhere in the `document` environment. However, mass-related information is computed and displayed only when ending `letter` environment. To preserve this feature, a minimal `letter` environment is provided by the package, if not already existing. It does nothing special, but offering a frame to enable advanced package functioning.

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

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.

Stamp is drawn here just as an illustration. If none is supplied, nothing is drawn (default behaviour). Other package options can customize what is actually printed (see section 3).

3 Options

This package provides several options to control what should be drawn. These options can be passed directly to the package at loading, using the `\envelopesetup{<options>}` command, or as an optional argument to the `\makeenvelope` command, using the syntax `\makeenvelope[<options>]`.

If those commands are used in the main document's scope, options will be applied for all following envelopes created in the document. If they are used in the `letter` environment, since it starts a new group under the hood,

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

options will have effect for the current letter only, temporarily overwriting global options.

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

- `grammage= $\langle number \rangle$` : set grammage (surface density) of paper (in $\text{g} \cdot \text{m}^{-2}$, *default* $80 \text{g} \cdot \text{m}^{-2}$)³,
- `fold lines mode= $\langle number \rangle$` : 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",
- `auto`: the `\makeenvelope` command is automatically invoked before the `\opening` command or, if it is not defined, at the beginning of the `letter` environment,
- `manual`: the `\makeenvelope` command should be manually called (*default*).

Be aware that with the `auto` key, any subsequent manual call of `\makeenvelope` will draw additional envelopes. To avoid it, use `\envelopesetup{manual}` or `\makeenvelope[manual]` to restore manual operation mode.

Addresses can be manually supplied using the following keys. They default to the values set by class parameters:

- `to= $\langle text string \rangle$` : sets the recipient's address,
- `from= $\langle text string \rangle$` : sets the sender's address.

Addresses should be enclosed by curly braces. It is mandatory if they contain a comma. To split lines, simply use the `\\` command.

4 Layout Proportions

This envelope was inspired by this article: <https://www.imprimeur-imprimerie.com/comment-faire-une-enveloppe-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,

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.

- 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 area in two to make the envelope container.

5 Dependencies

This package relies on and loads the following packages: [tikz](#), [pgfopts](#), [geometry](#), [graphics](#), [pifont](#) and [fp](#).

6 Change History

v1.1 (2025/08/28) Adding support for class [lettre](#), adding `from`, `to`, `auto` and `manual` keys, minor code optimizations.

v1.0 (2025/08/21) Initial release.