Print template on back (envelope inside) of paper.
- Cut along solid lines.
- Score lightly along four dotted lines.
- Fold A Flaps to inside.
- Fold B Flap up. Secure to A Flaps with double-sided tape or glue.
- Insert card.
- Fold C Flap down and secure to back of card (Flap B) with tape or glue.

This template makes an envelope that is “just right” for homemade cards printed on letter size paper folded into quarters.