



## TEMPLATES

### Make an envelope

Follow these instructions to make an envelope.

**Please note:** These envelopes cannot be used to send mail via Australia Post.

What you will need:

- template
- scissors
- glue
- tape
- coloured pencils (optional)
- stickers (optional)

What to do:

1. Carefully cut out the envelope template following the solid black lines.
2. Colour in or decorate your envelope if you wish. Make sure you leave room for a name.
3. Make a fold along each of the light grey lines.
4. Fold the two side pieces in and put some glue on each one.
5. Fold the large piece up and secure it to the side pieces.

Now you should have an open envelope. Place a letter inside and secure closed with a piece of tape or an interesting sticker.

