

Print the envelope on regular paper and cut the envelope out. Fold the envelope in the four indicated areas (use fold marks on the printout as your guide). Flap 1 and 2 should be folded first, followed by Flap 3 and 4.

Fold your finished letter to fit inside the envelope and tape the envelope shut. Affix a stamp and put the letter in the mail! Or hand to your teacher in class.

Print out the note cards on regular paper, and then write a special thank you note to your teacher.



