

Letter-post

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1. Overview

Letter-post is the most economical method of sending personal and business correspondence. You mail Letter-post items in Canada for delivery outside of Canada.

2. Acceptable items

Items acceptable for the Letter-post service include:

- Items made of paper or other material with the general characteristics of paper (for example, photographs)
- Paper enclosures that meet the requirements for Letter-post (U.S. and International)

3. Unacceptable items

Items unacceptable for the Letter-post service include:

- Small packets
- Goods
- Film, audio, or video recordings (for example, diskettes, CDs, or DVDs)
- Unsealed self-mailers and envelopes
- Items prohibited by law or defined as dangerous goods in Canada or in the destination country (see [Non-mailable matter](#) or [International destination listing](#) for more information)

Items unacceptable when attached to a postcard include:

- Photographs
- Cuttings of any kind
- Fold-back sheets
- Other items that stick out or are in raised relief

4. Size and weight requirements

Each Letter-post item must meet the size and weight specifications shown below.

Standard Letter-post envelopes and self-mailers

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Length</i>	140 mm	245 mm
	5.5 inches	9.6 inches
<i>Width</i>	90 mm	156 mm
	3.6 inches	6.1 inches
<i>Thickness</i>	0.18 mm	5 mm
	0.007 inches	0.2 inches
<i>Aspect ratio</i>	1.3 to 1 (U.S.) or 1.4 to 1 (International)	2.6 to 1
<i>Weight</i>	Not applicable	50 g
		1.76 ounces

Standard Letter-post cards and postcards

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Length</i>	140 mm	235 mm

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
	5.5 inches	9.2 inches
<i>Width</i>	90 mm 3.6 inches	120 mm 4.7 inches
<i>Thickness</i>	0.18 mm 0.007 inches	Not applicable
<i>Aspect ratio</i>	1.3 to 1	2.6 to 1
<i>Weight</i>	Not applicable	50 g 1.76 ounces

Other Letter-post items

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Length</i>	140 mm 5.5 inches	380 mm 15 inches
<i>Width</i>	90 mm 3.6 inches	270 mm 10.6 inches

<i>Requirement</i>	<i>Minimum</i>	<i>Maximum</i>
<i>Thickness</i>	0.18 mm	20 mm
	0.007 inches	0.79 inches
<i>Aspect ratio</i>	Not applicable	Not applicable
<i>Weight</i>	Not applicable	500 g
		17.6 ounces



Please note:

We charge the Standard Letter-post price on items paid by postage stamps that don't meet the ratio but fall within maximum standard sizes.

5. Pricing

You can find Letter-post pricing in our [pricing tables](#).

6. Acceptable methods of payment

Acceptable methods of payment if you're a contract customer:

- Account

- Business cheque
- Cash ¹
- Credit card (where available)
- Debit card (where available) ¹
- Meter
- Money order ¹
- Postage stamp ²

Acceptable methods of payment if you're a consumer:

- Cash
- Certified cheque
- Credit card (where available)
- Debit card (where available)
- International reply coupon
- Meter
- Money order
- Postage stamp

¹ Payment by cash, debit card, or money order is only available to customers paying at a post office.

² Customers using the Electronic Shipping Tool (EST) can't pay by postage stamp.

7. How to prove you paid

We accept several different methods for proof of payment.

Acceptable proofs of payment

Acceptable proofs of payment if you're a contract customer:

- Meter impression
- Postage stamp ³
- Postal indicia

Acceptable proofs of payment if you're a consumer:

- Postage stamp

³ Customers using the Electronic Shipping Tool (EST) can't pay by postage stamp.

8. Delivery standards

Delivery standards are estimates of how long it will take for the mail to be delivered. These standards aren't guaranteed.

Letter-post to the U.S. delivery standard:

- 4 to 6 business days

Letter-post to international destinations delivery standard:

- 4 to 7 business days

Delivery

Letter-post items are mailed to transfer points for delivery by the postal administration of the destination.

9. Features

A feature is something that's provided as part of the basic service.

Mail Forwarding

All items will be forwarded to the addressee based on the practices and requirements of the destination's postal administration.

Return to Sender

All items that can't be delivered or redirected will be returned to sender free of charge if there's a Canadian return address on the outside of the item.

10. Options

An option is a service enhancement which isn't included automatically as part of the basic service. You must select these options by checking a box or affixing an extra label or sticker. Most options are available for an additional fee.

Registered Mail

Registered Mail provides you with proof of mailing. Liability Coverage for loss or damage is included. See [Registered Mail \(U.S. and International\)](#) for more information.

Literature for the Blind

You may send materials for the use of the blind from Canada for delivery to the U.S. or other International destinations by Registered Mail free of charge. See [Literature for the Blind](#) for more information.

11. Format requirements

Following these requirements helps us properly process your Letter-post item so it gets to its destination on time.

Envelopes

Envelopes must:

- Be rectangular
- Be sealed (you must send irregularly shaped cards or postcards in a sealed envelope)
- Bear the words "AIR MAIL" or "PAR AVION" printed in block lettering on a black or blue label

Transparent plastic envelopes

- If the plastic can be written on, we must test and approve a sample.

- If the plastic can't be written on, the plastic film must have a 20 mm wide white opaque band. The band must be large enough for the mailing address, postage, and service instructions.

Window envelopes

The window must have a transparent cover parallel to the length of the envelope, which must be easily read.

Postcards

Postcards must:

- Use the right-hand half of the back for the addressee, service instructions, and postage
- Bear the words "POSTCARD" or "CARTE POSTALE" printed in block lettering on the address side except on illustrated and picture postcards

12. Addressing requirements

Letter-post addresses must:

- Be legible
- Be complete
- Have only one return address on each item
- Have a Canadian return address (if a return address is used)

See our [Addressing guidelines](#) for complete details.

13. Depositing options

If you paid for Letter-post by stamp or meter impression:

- You can deposit your item in a street letter box or at any post office or processing facility

If you paid for Letter-post by account:

- You can deposit your item at a post office or processing plant

Use our [Find a deposit location tool](#) to find a list of deposit location types and the maximum volume acceptable per day, by location.