

## Template Insert A4: Portrait

### Bleed Size = 216 x 303mm

The bleed is extra space that needs to be added to the file.

### Trim Size = 210 x 297mm

The final size the letter will be trimmed to.

### Safe Zone = 204 x 291mm

Keep all important elements such as text within this area (3 mm margin on all sides).

3 mm  
3 mm