



## Free Printable Envelope

- 1) Cut out along the outside cutting lines.
- 2) Score the inside score lines and fold.
- 3) Apply a thin line of glue on the inside flap that has the “Date Given”
- 4) Fold flap with glue on top of larger flap. Press to seal.
- 5) Apply a thin line of glue on the inside bottom flap then fold up and press to seal bottom of envelope shut.
- 6) Apply self adhesive hook & loop fasteners or self adhesive magnetic snaps to the inside top flap to create a reusable envelope.