

Page size and layout: A4 portrait (210×297mm)

Content must be inside the printable area

Maximum file size: 2MB

8/8.5pt Arial, all-caps, fill from bottom upwards

ADDRESS LINE 1  
ADDRESS LINE 2  
ADDRESS LINE 3 (optional)  
ADDRESS LINE 4 (optional)  
ADDRESS LINE 5 (optional)  
ADDRESS LINE 6 (optional)  
POSTCODE



GOV.UK Notify  
Letter specification

Version 2.1

Page 1 of 10

5.00mm

15.00mm

15.00mm



**GOV.UK Notify**  
**Letter specification**

**Version 2.1**

**Pages 2 to 10 of 10**

5.00mm