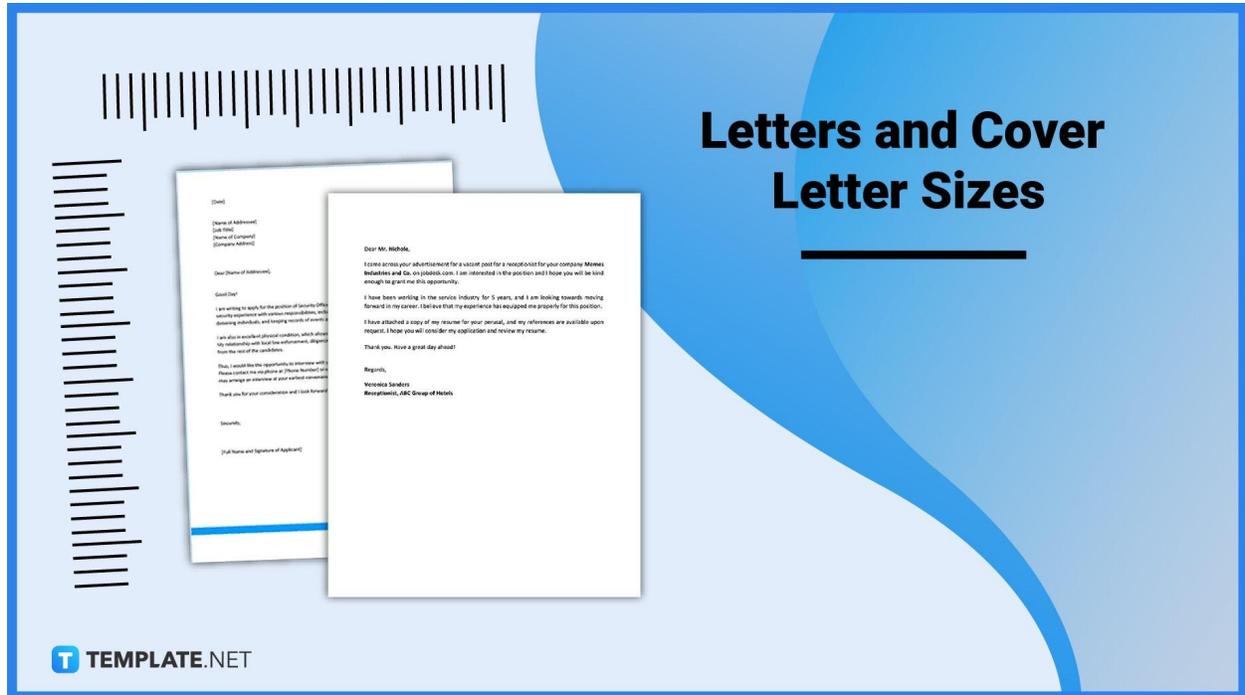


# Letters and Cover Letter Sizes

The right letter size should be followed and taken into account when writing letters that are going to be sent to a company, organization, or just a certain person. Adhering to the right size will present an opportunity for the letter to serve its intended purpose and it also preserves the layout of the document.



## Letter and Cover Letter Sizes Standard

### US – Letter

There are plenty of letter sizes available depending on their purpose or depending on which format is required, and the first standard size that can be followed when making a letter and cover letter is the US Letter size which measures 8.5×11 inches. This is the standard letter size that's used in the US, Canada, and Mexico, and is most commonly used on school documents which is why this is the go-to size for a student resume or a short college resume.

## **A4 Size**

A4 size is a common sheet size and is the next standard size that can be followed when creating letters and cover letters, which measures 8.3×11.7 inches and is the international equivalent of the Letter size. This is most commonly used when creating letterheads that may have a business purpose, and for this reason, this is the go-to size when creating letters and cover letters such as marketing letters, payment letters, and so on.

## **A5 Size**

A5 is a standard for international paper sizes which measures exactly half of an A4 paper (5.8×8.3 inches) and is another standard size that can be used when creating letters and cover letters. This size is commonly used for small pamphlets, planners, and invitations, which is why this size makes the most sense when simple thank you letters, or generic appreciation letter templates, or a short closure notice letter is made.

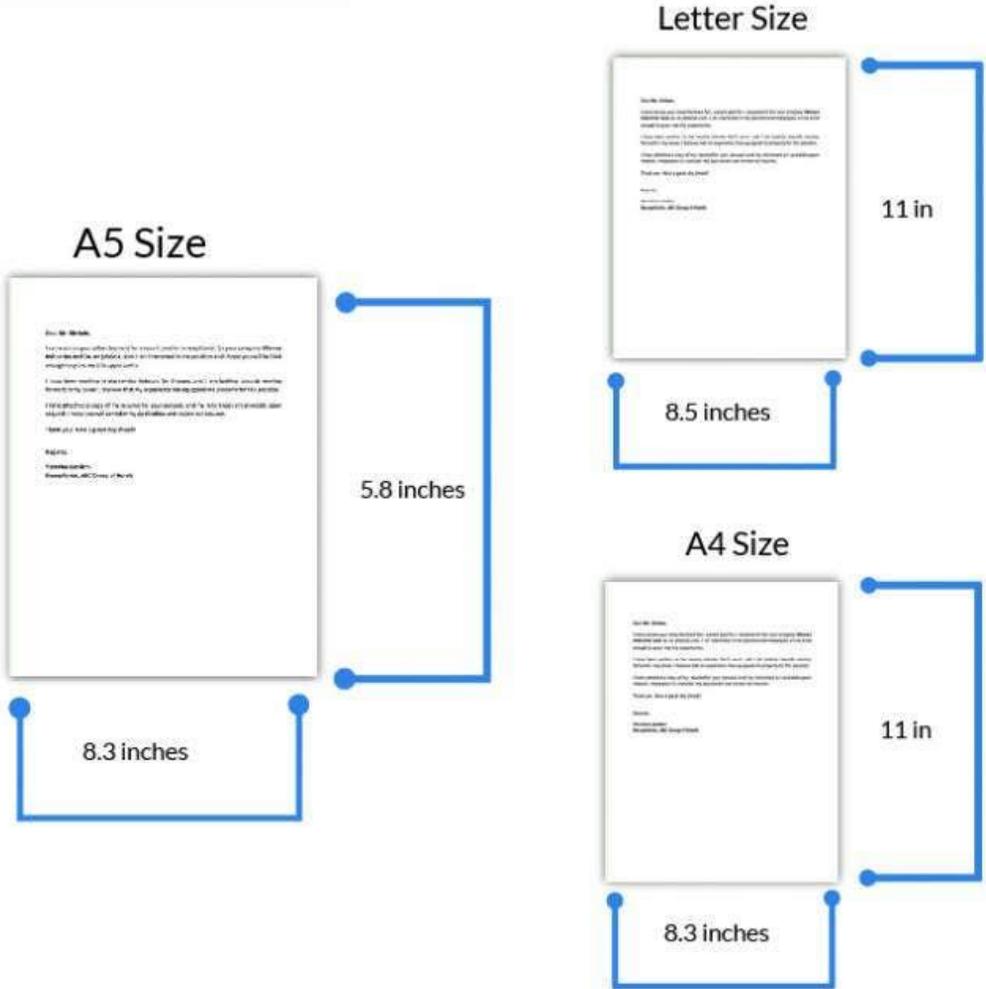
## **Letter and Cover Letter Sizes for Print**

Depending on which purpose your letter or cover letter is used, they can follow the different standard sizes when they are being printed, which are the US Letter (8.5×11 inches), A4 (8.3×11 inches), and A5 (5.8×8.3 inches). Before printing, the key thing to note is that the right layout should be set (such as proper title, correct logo if applicable, and so on) and the right size has been confirmed on the print options dialog box.

# Letter and Cover

## Letter Sizes for Print

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# Letter and Cover Letter Sizes for Business

When writing a letter or a cover letter for a company or business, which can be sent by mail or printed on a blank white sheet, formats and sizes should be formal and easy to understand. Depending on the location of the company or organization, it is best to follow two of the standard letter and cover letter sizes, and they are the US Letter Size which measures 21.59×27.94 cm, and the A4 size which measures 21.0×29.7 cm.

**Letter and Cover Letter Sizes for Business**

**Letter Size**

21.59 cm

27.94 cm

**A4 Size**

21.0 cm

29.7 cm

**TEMPLATE.NET**

The infographic displays two document templates side-by-side. The left template is labeled 'Letter Size' and has dimensions of 21.59 cm width and 27.94 cm height. The right template is labeled 'A4 Size' and has dimensions of 21.0 cm width and 29.7 cm height. Both templates contain placeholder text, including a 'To: Mr. Smith' header, a paragraph of text, a 'From:' field, and a signature line. The entire graphic is enclosed in a blue border.

# Letter and Cover Letter Sizes for MS Word

MS Word is a high-quality word processing application that you can use to create letters and cover letters, and making use of preset templates can save you effort while producing professional results. As for the sizes that can be followed when creating the document in this program, the standard sizes still apply, which are the Letter (215.9×279.4 mm) and the A4 size (210×297 mm) which should both be available as preset sizes, while for the A5 (138×210 mm) is available by manually typing the dimensions in the Page Setup settings box.

The diagram illustrates three paper sizes used in MS Word, each shown within a windowed application interface. The 'Letter Size' window shows a document with dimensions of 215.9 mm in width and 279.4 mm in height. The 'A4 Size' window shows a document with dimensions of 210 mm in width and 297 mm in height. The 'A5 Size' window shows a document with dimensions of 138 mm in width and 210 mm in height. The 'TEMPLATE.NET' logo is located in the top right corner of the diagram area.

## Letter and Cover Letter Sizes for MS Word

**Letter Size**  
215.9 mm  
279.4 mm

**A4 Size**  
210 mm  
297 mm

**A5 Size**  
138 mm  
210 mm

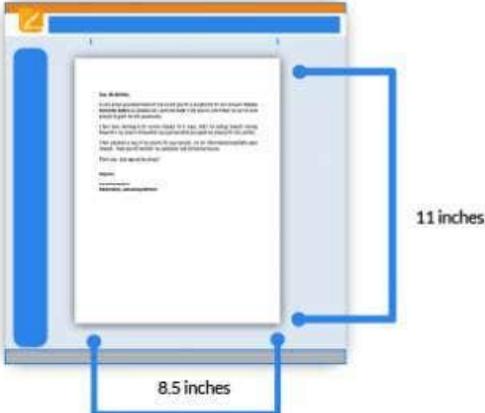
# Letter and Cover Letter Sizes for Apple Pages

In doing your letters and cover letters using Apple Pages, you can customize and set your own paper sizes and paper orientations. The sizes that can be followed here are still the standard ones, which are the Letter (8.5×11 inches), the A4 (8.3×11.7 inches), and the A5 size (5.8×8.3 inches), and in order to select between the sizes, go to “File”, then “Page Setup”, then under the “Paper Size” drop-down menu, you have the Letter and A4 preset sizes available to choose from, while you can manually type the dimensions for the A5 size.

## Letter and Cover Letter Sizes for Apple Pages

TEMPLETE.NET

### Letter Size



11 inches

8.5 inches

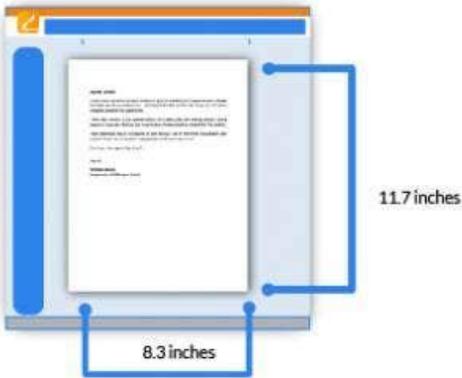
### A5 Size



5.8 inches

8.3 inches

### A4 Size



11.7 inches

8.3 inches

# Letter and Cover Letter Sizes for Google Docs

In using google docs for making letters and cover letters, you can still follow the standard sizes, which are the US Letter (21.59×27.94 cm), the A4 (21.0×29.7 cm), and the A5 size (13.8×21.0 cm). It is important to know that the Letter size is the default in this program, and to change the size, go to the “File” tab, click on “Page Setup”, change the “Apply” setting to “whole document”, and from there, simply select between the preset paper size options for the Letter, A4, and A5.

## Letter and Cover



### Letter Wide



21.59 cm

27.94 cm

### A5 Size



13.8 cm

21.0 cm

### A4 Size



21.0 cm

29.7 cm

# FAQs

## What is the layout of a letter?

The proper layout of a letter includes appropriate spaces between the title, greeting, each paragraph, closure, and signature, a single space between paragraphs, and two spaces between your signature and the closing greeting.

## What is the size of a legal letter?

A legal letter has a size of 8.5 by 14 inches.

## What is the A5 letter size?

An A5 letter has a size of 5 7/8 by 8 1/4 inches or 148 x 210 in millimeters.

## What is the size of the letter paper?

A letter paper has a size of 8.5 by 11 inches.

## How did letter paper come to be 8.5 x 11 inches in size?

As workplaces became progressively automated with the development of the typewriter, photocopier, and printer, the demand for fixed-size paper increased, and 8.5 by 11 inches became the standard size for letter paper.

## What are the dimensions of the letter?

The dimensions of a letter depend on the size that's being followed, as the Letter size has a dimension of 8.5 inches in width and 11 inches in height, the A4 size has a dimension of 8.3 inches in width and 11.7 inches in height, while the A5 size has a dimension of 5.8 inches in height and 8.3 inches in width.

## What is the font size of the cover letter?

A cover letter usually has a font size of 10 to 12pt.

## **What is the Letter size in inches?**

A letter size in inches is can be 8.5×11 inches for the US Letter, 8.3×11.7 inches for the A4 size, or 5.8×8.3 inches for the A5 size.

## **How to measure the size of a Letter?**

To measure the size of a letter, lay the sheet on a flat surface, and take a ruler to carefully measure its height and width on the border, and the values that you have will determine its size.

## **Why should there be a standard size for making a letter?**

Standard paper sizes should be decided in writing letters in order to avoid confusion and to also help in formality and professionalism.