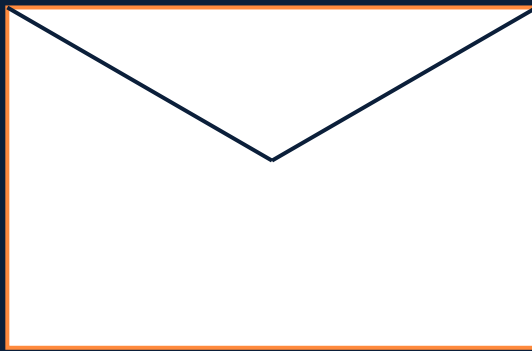


SPEED POST

ADDRESS FORMAT GUIDE

Official envelope specs, examples, and a
printable blank template



SpeedPostTracks.in

Free live Speed Post tracking, no login required

1. Filled Example (English)

40mm min from top ->

Sender logo (max 25x50mm)

Stamps / Franking

To,
Mr. Rohan Sharma
S/O Mr. Anil Sharma
H.No. 24, Green Park Colony
Near City Hospital, Sector 12
Lucknow, Uttar Pradesh
PIN: 226012
Mobile: 98XXXXXXX

Barcode space, leave blank (max 18x18mm)

- Write the recipient's address in the center, in block letters, using a dark pen.
- Include a landmark for easier delivery, especially in dense or unnamed-street areas.
- Always include a 10-digit mobile number for delivery alerts and OTP-based handover.

2. Hindi Example

ऊपर से न्यूनतम 40 मिमी ->

प्रेषक का लोगो (अधिकतम 25x50 मिमी)

डाक टिकट / फ्रैंकिंग

सेवा में,
श्री रोहन शर्मा
पुत्र श्री अनिल शर्मा
मकान नं. 24, ग्रीन पार्क कॉलोनी
सिटी अस्पताल के पास, सेक्टर 12
लखनऊ, उत्तर प्रदेश
पिन: 226012
मोबाइल: 98XXXXXXX

बारकोड के लिए स्थान, खाली छोड़ें (अधिकतम 18x18 मिमी)

3. Envelope Rules (Verified against indiapost.gov.in)

Element	Official Requirement
Paper quality	Minimum 70 GSM, flexible enough to bend into a U-shape
Envelope size	Minimum 140 x 90mm, maximum 350 x 250mm
Margins	At least 15mm from left, right, and bottom edges
Recipient address block	Starts at least 40mm from the top of the envelope
Sender logo (optional)	Top left corner, max 25 x 50mm
Stamps / franking	Top right corner, 10mm gap from address, area under 74mm
Barcode space	Bottom of envelope, 15mm space, 5mm clear zone, max 18x18mm
Punctuation	Avoid periods, commas, and hyphens in the address

Leaving proper margin isn't just neat, it's what automated sorting machines are built to expect.

4. Blank Template, Print and Fill In By Hand

40mm min from top ->

Sender logo (max 25x50mm)

Stamps / Franking

(Recipient's full address)

Name, House No., Street, Landmark, City, State, PIN, Mobile

Barcode space, leave blank (max 18x18mm)

FROM (write on the back of the envelope):