

Date: 05/18/2023

Dear Coolidge Post Office Box Customer,

Mail sometimes is deposited with an incomplete or incorrect address. At other times, mail is addressed to a physical location that is not a valid delivery point. Although processes exist to improve address quality, postal employees work diligently to deliver that mail unless the mailpiece specifies other delivery instructions. The objective is not to return or dispose of mail unless it is absolutely necessary. The local knowledge of our carriers and clerks often helps with a successful delivery.

If we can please ask use of a complete, accurate, and legible address to allow mail to be delivered efficiently and in the shortest time. During automated sortation of mail, the absence of a complete address will hinder delivery of your mail. Also, mail is often processed at facilities distant from the delivery address with no local knowledge. When there is uncertainty about the correct address, we believe it is better to return the mail to the sender, rather than risk delivery to the wrong address.

We know how important your mail is to you and taking a few minutes to prepare it carefully and correctly will enable us to give you and the addressee the best service possible.

If there is ever an instance that you are unsure if your package will come through USPS or another carrier, Please address the box with both physical and PO box number.

**If mail or packages are not addressed to the proper PO box or street address by June 1<sup>st</sup>, Any miss addressed mail and packages will be returned. Please correct all addresses as soon as possible.**

Thank you,



Emily K. Brown – Mexia/Coolidge/Tehuacana Postmaster