



UNITED STATES POSTAL SERVICE

Dear Customers:

In an effort to provide you with the best possible service, we are suggesting that you place your "active" last names on the "inside" lid of your mailbox. And, if you haven't already done so, please put your house number on the right side of your box as you are facing it. The guidelines below will help you fix any abnormalities to your mailbox that you may not have been aware of such as height, leaning posts, box lids that won't close etc. The Postal Service is also **requiring** installation of the new **T4 mailboxes** when replacing old or erecting new mailboxes for new construction. I've added the dimensions of this box which can be purchased online or other box retail stores below.

It's a pleasure to serve you and if you have any questions or concerns about your mail delivery or service, please let me know.

Thank you,

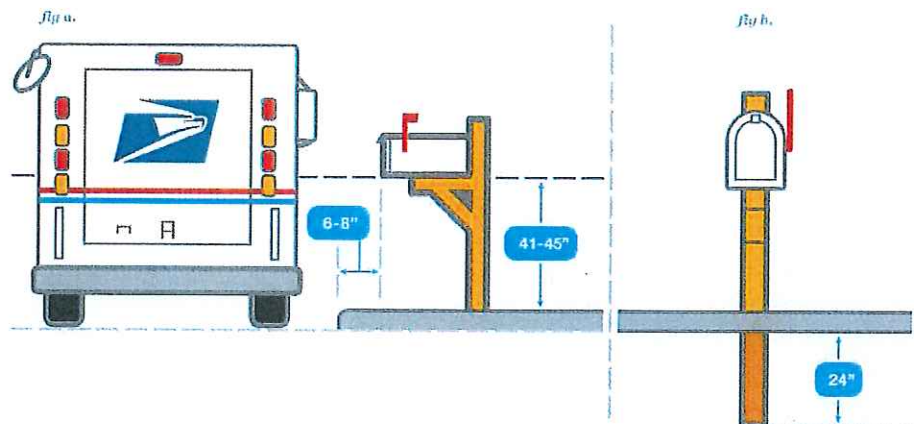
Where to Place the Mailbox

Here are some helpful guidelines to follow when placing your mailbox:

- Position your mailbox 43" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.



T4 Mailbox



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