



9/7/2021

Dear Drake and Glenhaven postal patrons,

This letter is to assist with PO box delivery for package shippers that do not allow a PO Box address to be used as the shipping address. Below are some examples on how to incorporate your box number into your address to ensure package delivery to your PO Box.

Examples of different addresses that can be used by customers who are using their street addresses for FedEx and UPS deliveries.

Don Smith
Box 412
100 Any St.
Anytown, CO 12345

Don Smith 412
100 Any St.
Anytown, CO 12345

Don 412 where 412 is used as middle name) Smith
100 Any St.
Anytown, CO 12345

Don Smith
100 Any St. #412
Anytown, CO. 12345

Don Smith
100 Any St. Box 412
Anytown, CO 12345

Don Smith
100 Any St. Unit 412
Anytown, CO. 12345

The above is for package delivery only. Mail delivery will still need to use the standard mailing address.

Sincerely,

A handwritten signature in black ink that reads "Vanessa Dunham". The signature is written in a cursive, flowing style.

Vanessa Dunham
(A)Senior Operating Manager POOM F
United States Postal Service