



June 28, 2010

Parents/Family/Friends:

SUBJECT: Proper Cadet Mailpiece Addressing

Welcome! and Congratulations on this incredible journey your Cadet is embarking upon. The United States Postal Service (USPS) is here to help make this endeavor a memorable one for each Cadet.

The USPS plays an important role in your Cadet's experience at the USMA. We deliver a piece of home to each Cadet every time they receive a handwritten letter with news from home, a card of encouragement, a bundle of pictures, or a package of home-baked goods. To help ensure your Cadet receives these well wishes timely and accurately, we have composed a few addressing tips that we encourage all Parents, Friends and Family to follow:

- ❖ The Cadet Post Office receives hundreds of parcels and thousands of mailpieces daily. Due to this extreme high volume, it is imperative that all items delivered by the USPS contain a PO Box number. Below is an example of a properly addressed mailpiece using *PO Box 123*:

Cadet Name
PO Box **123**
West Point NY 10997-**0123**

- ❖ Due to the high mail volume received daily at the Cadet Post Office, we are unable to look up the PO Box number of any mailpiece that arrives without a PO Box number. Apologetically, any mailpiece that does not include a PO Box number will be Returned to Sender.
- ❖ If an item is ordered directly from a Business (ex. Amazon) and the Business requires a street address & will not accept a PO Box number, please add **Box #** in the address line instead of **PO Box #**. Also, please include the PO Box number in the Zip + 4. See example below:

Cadet Name
Central Guard Room **Box 123**
745 Brewerton Rd
West Point NY 10997-**0123**

- ❖ The United States Postal Service is in partnership with UPS & FedEx, and we often deliver packages to the Cadet PO Box that is originally shipped via UPS & FedEx. By including the Box number in the Address line and the Zip + 4 ensures timely delivery and the piece will not be Returned to Sender.
- ❖ The USPS encourages the use of Delivery Confirmation when shipping packages to your Cadet. This service allows us to track the package and determine its location quickly.
- ❖ The USPS is required to Return to Sender any package not picked up by the Cadet within 15 days. Please help us prevent this by reminding your Cadets to pick up all packages immediately.

The West Point Postal Family looks forward to servicing all your postal needs. If you have any questions, please feel free to call me anytime. The direct phone number to the Cadet Post Office is 845-446-8750.

Thank you!

A handwritten signature in cursive script that reads "Michelle Barresi".

Michelle Barresi
Postmaster, West Point NY
(845) 446-8749