

POSTMASTER
MESCALERO POST OFFICE



Letter to the Editor

Re: Postal Addressing Tips

Dear Editor,

I and my staff here at the Mescalero Post Office are proud to provide mail delivery and retail services to the Mescalero Apache Tribe

We know how important mail is to our customers and I wanted to take a moment to share some addressing tips. This will enable us to provide the best service possible. Please see the following tips for mail preparation and for those sending mail to you:

- Ask senders to use a complete return address.
- Address the envelope or package with complete address information.
- Include the city, state, and ZIP Code.
- Use the correct ZIP Code, including ZIP+4 (you can find these on USPS ZIP Code Look Up at usps.com or ask our friendly staff at the post office).
- Include the addressee's name and mailing address on the inside of a package.
- Update your contact information at the post office including name, email, phone, and delivery information on the route.

If there are any questions, we are happy to help. On behalf of the entire staff, we are honored to be a part of this community and to serve your postal needs.

Sincerely,

Frasia Ysasi, Postmaster
Mescalero Post Office
Mescalero, New Mexico