



August 21, 2008

Janet Wetherill, Assoc. Director
Left Bank Commons
3160 Chestnut Street, Ste. 500
Philadelphia, PA. 19104-6280

Dear Janet,

The following information is provided to ensure Postal Service recommended guidelines are followed when providing addresses to students at the University of Pennsylvania.

(SAMPLE)
NAME
RM _____ HARNWELL MB _____
3820 LOCUST WALK
PHILADELPHIA PA 19104-6134

Please note that the room number and mailbox number must not occupy the same line as the street address.

This is the exact format students must use to ensure prompt delivery of their mail. Use of an incorrect format may cause our automated systems to misread the address and cause their mail to be delayed or returned to the sender.

Thank you for your assistance in getting students at the University of Pennsylvania to use this format. It is our desire to provide you with the best service possible, and proper addressing of mail is critical in attaining this goal.

Sincerely,

A handwritten signature in black ink that reads "Karen L. Hayes".

Karen L. Hayes
Manager, Address Management Systems (A)
Philadelphia Metropolitan District
United States Postal Service



August 13, 2008

Janet Wetherill, Assoc. Director
Left Bank Commons
3160 Chestnut Street, Ste. 500
Philadelphia, PA. 19104-6280

Dear Janet,

The following information is provided to ensure Postal Service recommended guidelines are followed when providing addresses within the University of Pennsylvania.

(SAMPLE)
NAME
DEPARTMENT (IF DESIRED)
1 COLLEGE HALL RM _____
PHILADELPHIA PA 19104-_____

This is the exact format you must use to ensure prompt delivery of your mail. Use of an incorrect format may cause our automated systems to misread the return address and code the mail back to the sender.

The return addresses used on official stationary should be in the same format. Please remember that different room numbers have different ZIP+4 Codes. If you are unsure what to use as the correct ZIP+4 Code, please feel free to contact Penn Mail Services.

Thank you for your assistance in getting everyone at the University of Pennsylvania to use this format. It is our desire to provide you with the best service possible, and proper addressing of mail is critical in attaining this goal.

Sincerely,

A handwritten signature in cursive script that reads "Karen L. Hayes".

Karen L. Hayes
Manager, Address Management Systems (A)
Philadelphia Metropolitan District
United States Postal Service