

POSTMASTER



April 5, 2018

Parents/Family/Friends:

Subject: Proper Cadet Mailpiece Addressing

This is a revised letter and supersedes all previous instructions. The West Point Post Office began delivering all FedEx and UPS packages to Cadets back in 2012. We highly recommend you ship your packages through the United States Postal Service as these packages are shipped directly to the Cadet Post Office without delay. To help ensure your Cadet receives their packages and mail timely and accurately, we have composed a few addressing tips that we encourage all Parents, Friends and Family to follow:

- ❖ **All mail shipped USPS including packages** – The United States Postal Service uses automation to process all mail. Since the machines read the mail, it is imperative that **all mail** follow the format below:

Cadet Name
PO Box _ _ _ _
West Point NY 10997- _ _ _ _

- ❖ **All other shippers such as FedEx and UPS Packages** – The following format should be used for **all FedEx/UPS Packages** since they cannot be shipped to a PO Box, please specify their PO Box number as their unit number for proper addressing. Do not use the words PO Box when shipping through FedEx/UPS as this is not allowed. See format below:

Cadet Name
745 Brewerton Road # _ _ _ _
West Point NY 10996 - _ _ _ _

- ❖ It is extremely critical that all mail including packages shipped via USPS contain the correct PO Box number and correct Zip Code 10997. Missing either of these two elements will cause your package to be returned for insufficient address.
- ❖ **For ALL FedEx and UPS packages** – Please allow a minimum of one business day delay from when the package is signed for and scanned delivered at West Point before the package is available for pickup by your cadet at the Cadet Post Office located in Washington Hall.

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

Thank You!

Jennifer Silva
Postmaster
West Point NY 10996
(845) 446-8749