

WE CARE

USPS

NY INTERNATIONAL SERVICE CENTER

JFK, BLDG 250

JAMAICA, NEW YORK 11430

DEAR VALUED POSTAL CUSTOMER:

I want to extend my sincere apology as your Plant Manager for the enclosed document that was inadvertently damaged in handling by your Postal Service.

We are aware how important your mail is to you. With that in mind, we are forwarding it to you in an expeditious fashion.

The United States Postal Service handles over 202 billion pieces of mail each year. While each employee makes a concerted effort to process, without damage each piece of mail, an occasional mishap does happen.

We are constantly working to improve our processing methods so that these incidents will be eliminated. You can help us greatly in our efforts if you will continue to properly prepare and address each letter or parcel that you enter into mail-stream.

We appreciate your cooperation and understanding and sincerely regret any inconvenience that you have experienced.

PLANT MANAGER