



July 1, 2015

Dear Landlord:

The Postal Service has centralized the contacts for lease correspondence related to taxes, change of address, change of ownership, and easements.

Facilities Leasing is divided into two teams EAST and WEST that cover the entire country. The East Team covers facilities located in Capital Metro, Eastern, Great Lakes, and Northeast USPS service Areas. The West Team covers Pacific, Western, and Southern USPS service Areas. The attached list contains detailed information to contact each team based on the location of your facility.

There is also an email address and phone number for general inquiries.

Facilities Leasing has also established a team to handle all easement and right of way requests.

Thank you for your cooperation.

A handwritten signature in blue ink that reads "Karen LaFave".

Karen A. LaFave
Manager, Facilities Leasing