

BALTIMORE PERFORMANCE CLUSTER



January 12, 2011

Dear Postal Customer:

This letter is to inform you of the establishment of a new location for the Severna Park Post Office.

To maximize efficiency, the U.S. Postal Service will relocate the Severna Park Retail Office. The facility located at 513 Baltimore Annapolis Blvd, Severna Park, Maryland, houses retail operations and Post Office Box service.

On February 14, 2011 retail operations and P.O. Boxes will be moved to 21 Magothy Bridge Road, Severna Park, MD – less than 2 miles away from the old location. The new location has a surplus of space which includes a larger retail counter area. The new location will also offer customers the same postal retail products and services that were offered at the old location.

All retail service and configurations for P.O. Boxes will remain in place, plus the new site has 158 parking spaces for your convenience.

Customers will have access to their P.O. Boxes in the lobby area 24/7. Also available in the lobby is an Automated Postal Center (APC) that allows customers to perform mailing transactions. APCs accept debit and credit cards as a form of payment.

Retail hours will be Monday through Friday from 9:00 a.m. to 5:00 p.m., Saturday from 10:00 a.m. to 2:00 p.m. and closed on Sunday.

As usual, we appreciate your business. Our employees always strive to give you the best possible customer service whenever you visit our post office and you will continue to receive the same excellent service to which you are accustomed to.

If you have any questions, please call 410-647-5031.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Byers", written over a horizontal line.

Angela Byers
Postmaster
Severna Park Post Office