MANAGER, OPERATIONS PROGRAMS SUPPORT
APPALACHIAN DISTRICT
UNITED STATES
POSTAL SERVICE

POSTAL CUSTOMER
«Old_Address»
«Old_City» «Old_State» «Old_ZIP4»

Dear Postal Customer:

The Lee County E-911 Office has assigned new addresses to county residents. Your new mailing address, shown below, **replaces** the route and box number or current street address. This change is necessary to support the Emergency 911 telephone system and improve the response time to any emergency you might have.

«New_Address»
«New_City» «New_State» «New_ZIP»-«New_4»

Through the cooperation of the Lee County E-911Office and the United States Postal Service, you may begin using your new mailing address **IMMEDIATELY**. The following is a list of items beneficial to both you and the Postal Service in accomplishing the massive change.

- Immediately begin notifying all correspondents of your new mailing address. Use ONLY your house number and street address. DO NOT use the old route and box number. The Postal Service will continue to deliver mail with your old address for a period of one year. After that time, mail that has not been changed to your new address may be returned to the sender for address correction. DO NOT file a Postal Service Change of Address card.

- Your new house number must be shown on your rural mailbox. It should be visible to the mail carrier as he/she approaches the box. If the mail carrier approaches from a different direction than emergency personnel, you may want to place your number on both sides of your mailbox.

- Below are common notifications/updates that are often overlooked:

Department of Motor Vehicles	Voter Registration
Car/Boat Registrations	Bank Accounts
Insurance Policies	Christmas Card/Personal Address Lists

If you have any questions or need assistance concerning your new address in Lee County, please contact Don Scott, Lee County 911 Coordinator, at 276-346-3079 or dscott@co.lee.state.va.us or Alan Bailey, at 276-346-3490 or abailey@co.lee.state.va.us.

Sincerely,

Jeffrey A. Bice
Manager, Operations Programs Support

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