



January 11, 2012

RUSTY LUCAS
PO BOX 422
SANDUSKY OH 44871

Dear Mr. Lucas,

Your letter to Postmaster General Pat Donahoe regarding the correct way to address your 9 x 12 envelopes was sent to this office for investigation and response.

In checking our Domestic Mail Manual (DMM) there was not any directives to indicate which end to seal your flat size envelope. However, I spoke with our Mailing Requirements Department and they suggest that it would be best to seal the envelope on the leading edge, which would be to the right of your address block. This could help prevent damage to your envelope in the event that it is not sealed completely or properly. Should you have any further questions feel free to contact Mailing Requirements at 216-443-4100.

Also, thank you for your suggestion that we add our mailing address to our website as an alternative method to reach the USPS.

The Postal Service appreciates your concern and we consider ideas, suggestions and any related materials. Please note, however that we receive many ideas gratuitously, some of which are duplicative and some of which we have already considered.

Though we encourage you to submit ideas for our consideration, we must abide by some requirements to accept your ideas for consideration. Proposals are thoroughly and equitably evaluated.

Thank you for the opportunity to address this matter with you.

Sincerely,

A handwritten signature in cursive script that reads "La Vanda Fondren".

LA VANDA FONDREN
MANAGER CONSUMER & INDUSTRY CONTACT
NORTHERN OHIO DISTRICT
2400 ORANGE AVENUE ROOM 23
CLEVELAND OH 44101-9604