

08/04/2023



Dear Union Hill Residents,

I am writing you to let you know that we will be delivering your mail to the new cluster box units soon. I know that this has been a long time coming and I want to thank you all for your patience. We will begin delivery to the new mailboxes on August 26<sup>th</sup>, 2023. This will give us time to get all the new deliveries transferred to the rural route that will now be delivering your mail and time for us to distribute the new mailbox keys to all of you. In the coming couple of weeks, the Herscher clerks will be giving you the new keys when you pick up your mail.

There are a couple of things that I need to tell you about the new cluster box units. First, and very importantly, you must stop using your PO Box numbers and only use your street address as your mailing address. That is important to get your mail in the correct delivery order for the mail carrier. Secondly, there are a total of 4 parcel lockers in the 2 units and those will be used when you have packages that will not fit into your mailbox. The carrier will put a key inside your box and then you will use that key to get the package out. That parcel locker key will then stay inside the lock after you unlock it and you will not be able to take it out. The carrier will be able to retrieve the key the next day from the lock. If there are packages that are too large for the parcel lockers, then the mail carrier will deliver it to your house.

Each mailbox comes with 3 keys each, we will be giving you all 3 keys to your mailbox please put them in a safe place because if you lose all 3 keys then it will cost \$30.00 to replace the lock. Also, if you move, please turn in all 3 keys to the Herscher Post Office so the next person who may move into the house doesn't get charged the \$30.00 lock change fee. Again, I Thank you for your patience and if you have any questions, please call me.

A handwritten signature in black ink that reads "Misty Gaus". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Misty Gaus  
Postmaster  
Herscher Post Office  
815-426-7201