

## Matalik, Kimberly I - Washington, DC

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**From:** Matalik, Kimberly I - Washington, DC  
**Sent:** Friday, July 31, 2009 11:43 AM  
**To:** Beach, Thomas L - Eastern Area Office, PA; Digiacomio, Nancy A - Eastern Area Office, PA; Doran, William - Windsor, CT; Hatten, Derek F - Gaithersburg, MD; Herrera, Pattie M - Denver, CO; Johnson, Mildred L - Memphis, TN; Miley, Kenneth W - Dallas, TX; Mummy, Judi A - San Diego, CA; Raizada, Max - Denver, CO; Robleski, Robert 1 - Bloomingdale, IL; Rudez, Richard W - Washington, DC; Ryan, Mary L - Windsor, CT; Stillmunkes, Patricia A - Denver, CO; Stubbs, Sarah A - Pittsburgh, PA; Utzinger, Thomas H - Newark, NJ; VanGorder, Alice M - Memphis, TN  
**Subject:** Customer Letter & Customer Questionnaire (SBOC)  
**Attachments:** Sample Customer Letter.doc; samplequestionnaire.doc

All,

As promised at our telecon on Wednesday, attached is a sample customer letter and questionnaire geared toward moving post office box customers to the gaining facility. However, it can be modified to support other alternate services that your Districts may propose. We plan to add this to the FDB at a future release date. In the meantime, please share this with your districts.

If you have any questions, please call me at (202) 268-5083

Thanks



Sample Customer Letter.doc (35...  
samplequestionnaire.doc (63 KB...