

**[GENERAL NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY TO LOCAL MAILERS]**

**(Use VP Consumer and Industry Affairs Letterhead)**



(Name)  
(Company Name)  
(Street address)  
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the U.S. Postal Service's intent to conduct an Area Mail Processing (AMP) study of mail processing facilities to determine whether consolidation of some operations is appropriate.

The Postal Service is facing some of the most difficult challenges in its history. The current economic downturn and continued diversion of mail to the Internet has led to a dramatic 20 percent decline in mail volume since 2007. The decline in mail volume has also meant a decline in postal revenue. As a result, today the Postal Service has not only *more* equipment, personnel and facilities than it needs to process a decreasing amount of mail, but also *less* revenue than it needs to cover the costs of that large processing and delivery network.

The economic reality demands that the Postal Service reduce its network. Aligning postal facilities and resources with the demand for postal services by consolidating postal operations and placing equipment and employees where needed makes sound business sense. To do otherwise would be fiscally irresponsible.

Information about the AMP study process and the facilities that will be studied is available on [www.USPS.com](http://www.USPS.com). Public input is being solicited as part of the study process and will be considered in the decision-making process. In communities where the Postal Service's initial review supports the business case for changing mail processing operations, public meetings will be held. Additional information will be shared by the Postal Service, and members of the community will be invited to ask questions and provide feedback. Information about additional opportunities to comment on the AMP studies is available at: <http://about.USPS.com/news/facility-studies/welcome.htm>

On behalf of the Postal Service, thank you for the trust you have placed in us over the years to deliver your mail. We appreciate your business, and are working harder than ever to position the Postal Service so that we can continue to serve you for many years to come.

Sincerely,

Susan M. LaChance