

[Official's Name]  
[Title]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Post Office Department]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my support for the relocation of the Taneytown Post Office. As the [Title] of Taneytown, I have witnessed firsthand the challenges our community faces due to the current location of the post office. While we understand that the facility's mail influx is within the 90 percentile range, well below the 130% capacity criteria for automatic flagging, the primary issue lies in the lack of parking and accessibility at the existing site.

The post office currently serves a population of 8,500 within city limits and an estimated 14,000 residents within a five-mile radius. This extensive service area compounds the parking issues, making it difficult for our community members, particularly the elderly and disabled, to access postal services. The lack of a handicap button and adequate parking spaces exacerbates this problem.

Additionally, the narrow alleyways designated for truck access have resulted in numerous incidents, including trucks striking buildings and causing traffic jams. The original construction, designed for foot traffic, is unsuitable for today's vehicular needs. This situation often forces patrons to park illegally, sometimes blocking fire hydrants, to access the post office.

Given these concerns, there is strong support from local government, businesses, and residents for relocating the post office to a more convenient and accessible location. I urge you to conduct a study to evaluate whether the current facility meets the needs of our population, especially for those who are handicapped or elderly.

We do not wish to see the post office shut down but rather relocated to a site that better serves the 21787 zip code of Taneytown. I advocate for a collaborative effort involving the public, local businesses, government, and civic organizations to identify an ideal new location for the post office within Taneytown.

Thank you for your attention to this important matter.

Sincerely,

[Official's Name]

[Title]