

[Organization's Name]

[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],

On behalf of [Organization's Name], I am writing to express our support for the relocation of the Taneytown Post Office. Our organization, which serves [brief description of the organization's mission and activities], has observed numerous challenges faced by our community members due to the current location of the post office.

Although the facility's mail influx is within the 90 percentile range, well below the 130% capacity criteria for automatic flagging, the main issue lies in the lack of parking and accessibility. The post office serves a population of 8,500 within city limits and an estimated 14,000 residents within a five-mile radius, exacerbating the parking issues.

Employees often park in front of the building and in nearby business and residential spots, leaving no spaces for handicapped and elderly patrons. Additionally, the facility lacks a handicap button for the door, making it difficult for those with mobility issues to access postal services. The narrow alleyways designated for truck access have resulted in numerous incidents, including trucks striking buildings and causing traffic jams.

Given these concerns, there is strong support from our organization and the broader community for relocating the post office to a more convenient and accessible location. We urge you to conduct a study to evaluate whether the current facility meets the needs of our population, particularly for those who are handicapped or elderly.

We believe that relocating the post office to a site that better serves the 21787 zip code of Taneytown is crucial. We advocate for a collaborative effort involving the public, local businesses, government, and civic organizations to identify an ideal new location.

Thank you for your consideration.

Sincerely,

[Your Name]

[Title]

[Organization's Name]