

U.S. Virtual Address Personal Touch Examples:

Sending a Client's Important Bank Debit Card:

Hi XXXXX,

We have received a bank card for you from Wells Fargo bank. Would you like me to forward that like normal with your other mail, or send priority mail with tracking for a bigger postage fee?

If you want me to send with tracking, please let me know the address to send to so I can give you an exact quote on cost.

Thank you,
Angi
NCP Support

Providing Mailing Options with a Client to Send Bank Card:

Hi XXXXX,

Thank you for your quick response. We have two options: 1) Priority mail Express, 3-5 days, \$67.90 2) Priority Mail, days, \$35.65

Once you let me know your choice, I'll get it sent and send you the tracking number. I will deduct the postage cost your postage deposit balance.

Thank you,
Angi
NCP Support

Updating the Client with Tracking Details:

Hi XXXXX,

Your bank card will go out with today's mail. You can track it at usps.com with tracking #CJ0000000US (the tracking number was changed for illustrative purposes).

Have a great weekend!
Angi
NCP Support

Received a Check for a Client from the U.S. Department of Treasury:

Hi XXXXXX,

We've received a check for you from the US Department of Treasury. I scanned a copy to your secure mail folder, we obviously don't want to shred this like with normal mail.

How would you like me to forward this to you? I can send regular USPS mail with no tracking. Or I can send via mail with tracking for a higher postage fee.

Please let me know which method you prefer and what address you would like me to use so I can give you an exact quote on cost, if you choose tracking.

Thank you,
Angi
NCP Support

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