Parents / Family / Friends:

Subject: Proper Cadet Mail Piece Addressing

This is a revised letter and supersedes all previous instructions. The West Point Post Office began delivering all FedEx and UPS packages to Cadets back in 2012. We highly recommend you ship your packages through the United States Postal Service. These packages are shipped directly to the Cadet Post Office without delay. To help ensure that your Cadet receives their packages and mail timely and accurately, we have composed a few addressing tips that we encourage all Parents, Family and Friends to follow:

- **All Mail shipped USPS including packages** – The United States Postal Service uses automation to process all mail. Since the machines read the mail, it is IMPERATIVE that all mail follow the format with the 10997 zip code below:
  
  - CADET NAME
  - PO Box ______
  - West Point, NY  10997

- **The following format should be used for any packages that cannot be shipped to a PO Box** – for example FedEx and UPS packages. Please specify the cadet’s PO Box number as their unit number for proper addressing. Do not use the words PO Box when shipping through FedEx / UPS as this is not allowed. Note the different zip code- 10996. See format below:
  
  - CADET NAME
  - 745 Brewerton Road #_______
  - West Point, NY  10996

- **It is extremely critical that all mail including packages shipped via USPS contain the correct PO Box number and correct zip code 10997.** *Missing either of these 2 elements will cause your package to be returned for insufficient addressing.*

- For all FedEx and UPS packages- Please allow a minimum of one business day delay from when the package is signed for and scanned delivered at West Point before the package is available for pick up by your cadet at the Cadet Post Office located in Washington Hall.

- During the months of August, September, January and February we experience our highest volume of shipments with book orders as well as personal items. Please be mindful of this and allow an extra business day for the processing of the packages.

The West Point Postal Family looks forward to servicing all your postal needs. If you have any questions or concerns, please feel free to call. The phone number to the Cadet Post Office is 845-446-8750.

Thank you!

Dawn Porter
Postmaster
West Point NY 10996
845-446-8749