



Non-Profit Information and Instructions

To allow Amazingmail to mail postcards on for your organization a letter of permission must be submitted to the Phoenix USPS Mailing Requirements Office.

Amazingmail will submit this letter to the Mailing Requirements Office on your behalf. We are required to submit this in its original form so all documents must be sent via fax or email to the attention of Customer Support (customersupport@amazingmail.com) or Toll Free: 1-888-681-1214 or contact your Sales Rep:

ATTN: [Sales Rep Name]
8300 E. Raintree Drive
Suite 201
Scottsdale, AZ 85260
480-281-4801 – FAX

Amazingmail will submit this letter along with PS3632 to the Mailing Requirements Office. Processing may take up to 30 days but typically takes five to seven days depending on the workload of the Mailing Requirements Office.

You can submit PS3632 and this letter directly to the Mailing Requirements Office; however Amazingmail cannot be responsible for monitoring and tracking the process.



Friday, August 12, 2013

Mr. Steve Allen
USPS Mailing Requirements
4949 East Van Buren Street, Room 190
Phoenix, AZ 85026-9651

Sample letter of what we will need. All highlighted areas will need to contain your company's information. The rest can stay the exact same. **It will need to be on your own letterhead.**

Dear Mr. Allen:

This is an official request by (Organization Name) for authorization to mail at the special non-profit, bulk standard rate of postage at an additional post office – Phoenix, AZ.

These mailings will be a part of and submitted by Amazingmail on our behalf.

Sincerely,

Name
Title