



**Snow and ice has built up in front of your mailbox.** This may be the result of plowing or the lack of it. Regardless, this “Snow Ramp” has the affect of tilting your Carrier’s vehicle away from your mailbox making it difficult, sometimes impossible to reach. As this snow becomes ice your Carrier’s vehicle will often lose traction and slide away from your mailbox. You can often see your Carrier’s efforts by the tire tracks carved up on the snow bank. That “line” would be a good indicator of how far back the snow and ice needs to be removed.

Maintaining the approach to your mailbox (see the other side of this notice) is equally important. Thank you for any previous efforts you may have made with that.

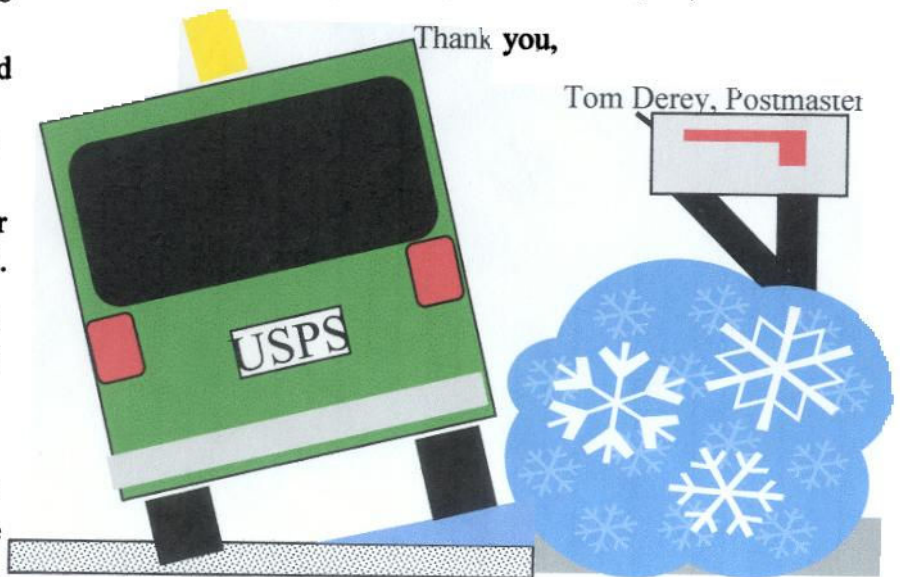
**I apologize that by continuing to deliver your mail we may have led you to believe that this condition is acceptable, it is not.**

**To continue to receive mail delivery, the accumulated snow in front of your mailbox must be cleared.** I understand that freezing temperatures makes this process difficult. Please take advantage of warmer temperatures as they occur, and the benefits of salt use.

**Your mail will be held at the Pardeeville Post Office until this problem is eliminated and can be picked up between 9 am - 4:30 pm (M-F) and 9-11 am (Sat.).**

Thank you,

Tom Derey, Postmaster



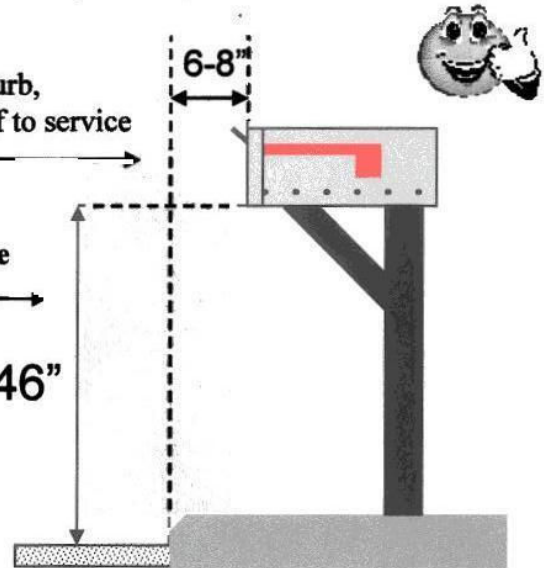


Mailboxes should be set back 6 inches to no more than 8 inches **from the front face of the curb** to the mailbox door. If there is no curb, position the post as to provide the carrier an safe, level area to pull off to service your mailbox.

The Pardeeville Post Office requires that mailboxes be installed at a height of **44 to 46 inches from the road surface to the bottom of the mailbox.**

- Please replace rusty or damaged boxes to prevent injury to your Carrier.

Mailboxes that are too low and have wooden posts can be raised by adding a sufficient number of pieces of 1"x6" or 2"x6" lumber as "plates" between the box and post to raise the mailbox to 44 – 46 inches **OR** Cut off your post squarely at the highest point and "splice" in a piece of the same post material. Use a double ended wood lag bolt to screw the old portion of the post and the added piece of post together. A waterproof wood glue product such as Liquid Nails in this joint will work together with the screw to form a very strong and durable bond. *Metal posts* usually need to be reinstalled to raise them. *Plastic posts* can be raised by repositioning the plastic post cover higher on the wooden post that is buried in the ground. *Leaning posts* can be straightened by pounding a wedge of wood into the ground at the base of the post on one or more sides.



**Note\*\* Because of line-of-travel and safety considerations, the Pardeeville Postmaster must approve the location of any new mailboxes or the relocation of existing mailboxes for Pardeeville and Rio addresses. Call 608-429-2782.**