



May 5th, 2021

Important Message about Your Mailing Address

Dear Customer,

Canada Post has a strong commitment to provide our customers with reliable and efficient mail delivery. In order to accomplish this, Canada Post relies on its delivery network and addressing system.

As per our addressing guidelines (<https://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp>), postal box addresses should contain the following information:

The Addressee (First Line)	→	CUSTOMER NAME
Postal Box Number (Second-last Line)	→	PO BOX 1234
Municipality, Province and Postal Code (Last Line)	→	WATFORD ON N0M 2S0

If mailers wish to include the Civic Address, it should appear above the second-last line (postal box number and station information).

The Addressee (First Line)	→	CUSTOMER NAME
Civic Address	→	123 MAIN ST
Postal Box Number (Second-last Line)	→	PO BOX 1234
Municipality, Province and Postal Code (Last Line)	→	WATFORD ON M0M 2S0

Proper addressing allows our machines to effectively sort, and our delivery agents to effectively deliver, the mail to you. In the case of post office boxes, **the postal box number and assigned postal code must be used at all times.**

When filling out online addressing forms that require a civic address, you can insert the PO Box number on the second address line. If there is only one address line, you may insert it at the end of the address in the civic address field.

Effective immediately, please ensure your mailers are using your correct mailing address including your PO Box number and the postal code N0M 2S0. This will avoid potential delays in mail reaching you or the possibility of returned mail.

Your cooperation is greatly appreciated. Should you have any additional questions, please don't hesitate to contact us.

CANADA POST
DELIVERY PLANNING
1-866-607-6301