



## 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 to 480-281-4801 or email Customer Support at [customersupport@amazingmail.com](mailto:customersupport@amazingmail.com).

You can also mail your letter to our office:

2130 S. 7th Avenue  
Suite 170  
Phoenix, AZ 85007

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.

If you have any questions please call us at 1-888-681-1214.



Friday, August 12, 20XX

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

For your convenience, we have provided a sample letter for you. Just replace the highlights areas with your information.

**Don't forget to use your company's letter head!**

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