

**M E M O R A N D U M**

**TO:** U.S. Postal Service  
**FROM:** {TENANT}  
**DATE:** \_\_\_\_\_  
**RE:** New Tenant

Please assign the following new tenant(s) to Mailbox No. \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

The above referenced firm(s) will have the following mailing address:

\_\_\_\_\_ Laurel Park Drive North  
Suite \_\_\_\_\_  
Livonia, MI 48152

Thank you for your prompt attention to this matter.