

## NEW TENANT MAILBOX REQUEST FORM

TO: U.S. POSTAL SERVICE

FROM:

DATE: \_\_\_\_\_

RE: NEW TEANNT

Please assign the following new tenant(s) to **Mailbox Number** \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

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

25800 Northwestern Highway

Suite # \_\_\_\_\_

Southfield, MI 48075

Thank you for your prompt attention to this matter.