



Memorandum

To: All Tenants
CC: Paula Mayo
Rachel Rivera
Chong Lee
From: Timothy Hogan
Date: March 12, 2020
Re: Mail Delivery

Tenants who decide to close their office or have their staff work remotely and will have no one on-site to accept deliveries, should contact the Post Office on West 125th Street and inform them to hold any mail deliveries. The Interchurch Center will not accept deliveries, mail or otherwise, on behalf of tenants.

The contact information for the Post Office is:

US Postal Service
365 W 125th Street
New York, NY 10027
ATT: R. Eshaun
212-662- 1540

The Post Office will hold deliveries for a maximum of 30 days.

Please let any other vendors know you will not be accepting any deliveries until you notify them otherwise.