

Tenant Notification of Mail Handling Preferences

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you of my preferences regarding the handling of my mail while residing at [Your Address].

My Mail Handling Preferences

- Preferred method of receiving mail: [e.g., delivery to mailbox, pickup at office]
- Authorization for packages: [e.g., authorized signer, hold for pickup]
- Special instructions: [Any specific instructions, e.g., notify me for large deliveries]

Thank you for your attention to this matter. If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]