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## Correct mailing address format usa

When sending mail to another country, you need to consider both the international mailing requirements of the U.S. Postal Service and the other country's postal service, which in the case of Canada is Canada Post. Although addressing U.S. mail and mail going to Canada is similar, understanding the differences in the Canadian address format can help ensure that your mail gets to its proper recipient, which may be the difference between making a sale or not. USPS is not able to verify international addresses the way it often does for domestic mail. For example, neither USPS.com nor a clerk at the counter has access to Canadian postal codes the way they do for U.S. ZIP Codes. This means that you must verify in advance that the addresses you have for Canadian customers or prospects are correct so the mail isn't returned to you or, even worse, discarded. You can verify Canadian postal codes online at Canada Post's website. You'll need to enter a complete street address, PO Box, rural route or general delivery to get a postal code, or you can search by postal code to find a complete address. USPS only requires international mail to have the name of the country to which it's going because USPS is only delivering the mail to the country, not to its final destination. Once it gets to the country, like Canada — unless you're writing to the prime minister or another famous resident — it requires more information before it can be delivered. Specifically, in addition to the exact street address or post office box number, mail going to Canada needs the abbreviation for the province and its postal code, which is similar to a ZIP Code. It must also be written in the proper Canadian postal code format. This not only ensures that it will be delivered to its intended recipient but it also makes you look professional, like a company with which someone would feel comfortable doing business. The postal code line takes the place of the city, state and ZIP Code line used in the U.S. If mail is going to Ottawa, for example, it should be written as OTTAWA ON because Ottawa is in the province of Ontario, which is abbreviated as "ON". Skip two spaces after the province and add the postal code, which is written as an alternating letter, number, letter, number, letter, number in two blocks of three characters each, such as K0K 4T0. The first three characters send the mail to a specific postal district for sorting, and the last three characters designate the local delivery unit. The entire address must be written in all capital letters with no punctuation, in ink or typewritten. USPS often requires that mail going to countries where the people speak another language must include a translation line in between the address lines; however, Canadian addresses may be written in either English or French and do not require the translation lines. Like other international addresses, a Canadian address may have a maximum of five lines, with the last line consisting of just the country: CANADA. The other three or four lines should follow this Canadian address example: JAMES BRINDLEY – full legal name as written on government IDCOMPANY NAME – if writing to a company1012 POMME LANE – complete street address or post office boxOTTAWA ON K0K 4T5 – note the two spaces between "ON" and the postal codeCANADA In addition, the address on the letter or parcel must leave ample room for postage and the shipping label, which measures 5.5 inches by 9.5 inches. The entire mail piece may not be larger than 46 inches by 35 inches by 46 inches. If you're mailing a parcel, the address should also be enclosed inside the package. An attention line in a mail address directs your mail piece to the right person or department at a company. Although it is not always necessary, including an attention line can expedite delivery of your letter or package in an organization by distinguishing it from junk or bulk mailings. Unless a mail piece is a nonstandard size or requires special handling, mailing addresses are scanned by machine. The USPS processes an average of 20.2 million mail pieces per hour, so a clearly written address that is properly formatted is an important part of getting mail to recipients without delay. The attention line is the first line of an address, followed by the name of the company, the street address, and the city, state and ZIP code. Here is an example: ATTN WILLIAM JONESABC COMPANY456 WALNUT STBOSTON MA 02133-0123 Notice that the word "Attention" is abbreviated "ATTN." Notice, too, that the address is formatted using all capital letters. There are no periods after the abbreviations for "Attention," "Street" and "Massachusetts" and no commas between "BOSTON" and "MA." Eliminating punctuation and using all capital letters makes for a clean format that a machine can read easily. Private delivery services, such as UPS, FedEx and DHL, also use scanners to read addresses for delivery processing. When using an ATTN line, follow the formatting rules established by the U.S. Postal Service. If possible, phone a company or do an internet search to find the name of the specific individual to whom you want to address your mail. Verify the spelling. When you cannot obtain the name of an individual, it's perfectly acceptable to use ATTN with a job title or a department in the company. For example: ATTN HUMAN RESOURCES DIRECTORXYZ COMPANY1812 7TH AVECORNING NY 14830-4567 ATTN SALES DEPTWIDGETS INC91 BUSINESS RDPLEASANTON CA 94588-0091 In the two examples above, abbreviations are used for "Attention," "Avenue," "Incorporated," "Road" and the state names. The USPS has a list of standardized abbreviations on its website that you should use when addressing letters and parcels for delivery. Private delivery services also use these abbreviations. A handwritten address is perfectly acceptable when using any of the formats shown above. Print clearly, using block letters and blue or black ink. You can use a ballpoint pen for an envelope, but use a permanent marker when addressing a package because it is easier for a delivery person to see. Avoid red ink because it is the same color as a postmark and can be missed by the scanner. You can print labels from a carrier's website when you pay for postage or delivery service. Websites for the USPS, UPS, FedEx and DHL have instructions that guide you through the process. When you conduct transactions through PayPal, Amazon and some other e-commerce sites, you have the option to purchase postage at a discounted rate and print an address label. When you type in an address, the site may show a preferred address that uses standard USPS abbreviations. When sending a business letter, format the inside address block the same way as the outside address on the envelope or package, but use normal capitalization and punctuation. For example: Attn: George SmithAcme Products, Inc.104 Main St.Anytown OH 43123-0123 Emails are meant to be short, easy-to-read communications. Use "Attention" when emailing a department or an individual when all you have is the general email address for the organization. Type "Attn:" and the name in the subject line so that whoever opens general email can forward it to the right person. It's not necessary to use all capital letters. Email etiquette suggests refraining from using all capitals in any situation because it can be interpreted by the reader as shouting or an angry tone. Current as of April 3, 2020 For more specific information including emails and phone numbers see the CDRH Management Directory by Organization. FDA White Oak Campus - Silver Spring, Maryland Office of the Center Director U.S. Food & Drug Administration Center for Devices and Radiological Health Office of the Center Director 10903 New Hampshire Avenue WO66-5431 Silver Spring, MD 20993-0002 Office of Management U.S. Food & Drug Administration Center for Devices and Radiological Health Office of Management Operations 10903 New Hampshire Avenue WO66-5429 Silver Spring, MD 20993-0002 Office of Communication and Education U.S. Food & Drug Administration Center for Devices and Radiological Health Office of Communication and Education 10903 New Hampshire Avenue WO32-5245 Silver Spring, MD 20993-0002 Office of Policy U.S. Food & Drug Administration Center for Devices and Radiological Health Office of the Center Director 10903 New Hampshire Avenue WO66-5441 Silver Spring, MD 20993-0002 Office of Product Evaluation and Quality U.S. Food & Drug Administration Center for Devices and Radiological Health Office of Device Evaluation 10903 New Hampshire Avenue WO66-1677 Silver Spring, MD 20993-0002 Office of Science and Engineering Laboratories Food & Drug Administration Center for Devices and Radiological Health Office of Science and Engineering Laboratories 10903 New Hampshire Avenue WO62-3214 Silver Spring, MD 20993-0002 Office of Strategic Partnership and Technology Innovation U.S. Food & Drug Administration Center for Devices and Radiological Health Office of Surveillance and Biometrics 10903 New Hampshire Avenue WO66-5410 Silver Spring, MD 20993-0002 Rockville, Maryland Office of Communication and Education - Digital Communication Media Staff U.S. Food & Drug Administration Center for Devices and Radiological Health Office of Communication and Education Digital Communication Media Staff 16071 Industrial Drive, HFZ-260 Gaithersburg, MD 20877 Phone: 301-348-1474 The kindest thing you might say to someone this week is, "How would you like to be reached: via e-mail, phone, or mail?" That doesn't sound like an Earth-shattering act of kindness, but let me tell you why it might sound exceedingly kind to some in our community. E-mail is a useful form of communications, but there are many people in our community who would prefer not using e-mail. And that's fine. It's totally fine. Sure, if someone chooses not to use e-mail, that could place an added burden in trying to reach them. But that's fine. Added burdens are fine. Here is why. Some people in our community courageously live their lives with mental illness. Mental illness is an illness that is just like any other illness. We care about people that are ill, don't we? There but for the grace of God go you or I. People who are living with mental illness sometimes find it difficult to concentrate, and they may well find computers to be overwhelming. And that's fine. We should not require them to do something they find overwhelming. And so the next time you hear someone say they don't have an e-mail address, you can do them a favor by not saying, "Let me set one up for you." They may not want an e-mail address. Honest. They may not want one. At all. And the kind-hearted thing to say would be, "I'll give you a call" or "I'll send you a letter." Is it annoying to have to find an envelope, address it, and affix a postage stamp? It's annoying to the extent that another person's illness is not worth bothering about. And there are people who feel that another person's illness is not worth bothering about. So go ahead and be annoyed if that's your frame of mind. Or try to rise above annoyance if kindness to people who are ill is what you're about. The most unkind thing you could say this week is, "I can't understand why you don't want a free e-mail address." Although not intended to demean, that statement diminishes others. People should not have to explain to others how and why their brain works in a certain way. We can imagine that there are differences between different people. Honest. We can imagine that. And we can graciously accept and accommodate those differences. Someone out there is going to be grateful if we do. They will heave a sigh of relief. If you hear that sigh, you'll know you're on the right track. It's okay to share a short smile of understanding at that point. Understanding is what makes us human. It's also what makes us humane. Phil Shapiro (The blogger lives and works in the Washington DC-area. He can be reached at philshapirologger@gmail.com) Note: When you purchase something after clicking links in our articles, we may earn a small commission. Read our affiliate link policy for more details.

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