

Each town should submit their request for an alternative last line to the address below.

Scott Manier

District Manager

418 Gallimore Dairy Road

Greensboro, NC 27498-9900

“Alternate Last Line” – Recognizes an added city/town, in addition to the default city/town.

“Preferred Last Line” – Changes the default city/town in a defined range.

The request must be made in writing. There is not a template, but I do suggest it be as detailed as possible.

The submission should detail the specific changes desired, along with any rationale or justification for the proposal. The submission should also include a complete list of affected addresses and a sufficiently detailed map showing the proposed changes

This would allow the Postal Service to work with local officials to identify which ZIP+4 segments are within their municipal boundaries. By doing this, we can refine the municipal mailing name of each individual customer’s address, providing better clarity to customers and municipalities alike.