



January 30, 2024

Town of Highland Beach CPO
3614 S Ocean Blvd
Highland Beach , FL 33487-3393

Subject: Removal of Postal Service Credit Card Machine

Contract Postal Unit (CPU) 2DCPAC-14-B-0421

Dear (Supplier):

I hope this email finds you well. I am writing to inform you of an important update regarding the United States Postal Service (USPS) credit card machines currently utilized at your Contract Postal Unit (CPU). Effective April 15, 2024, all credit card machines will be pulled from CPU contracts.

As a valued supplier and partner of USPS, we understand that this change may impact your operations. Therefore, we kindly request that you contact the undersigned buyer immediately to discuss options for the future.

We believe it is crucial for us to begin this process as soon as possible to minimize any disruptions to your business. Our dedicated buyer will be available to assist you in exploring alternative payment options and guide you through the process.

Please reach out to Earnest Williams at earnest.williams@usps.gov. This will enable us to address your concerns, answer your questions, and work together to find the best way forward.

We value your partnership and appreciate your understanding and prompt cooperation during this transition. Thank you for your attention to this matter, and we look forward to continuing our successful business relationship.

Sincerely,

Shaun D. LaBay
Contracting Officer

Cc: Host Administrative Office

302-248-1307
Williams