The attached letter was received with insufficient mailing information and has therefore been delayed. Incompletely addressed or misdirected mail leads to delays and costly inefficiencies. Please contact the sender to update your mailing address using the format provided below:

Boston College
[Department Name]
[Employee Name/Building Name, Room Number]
140 Commonwealth Ave
Chestnut Hill, MA 02467

**UNIVERSITY BEST PRACTICES**

- Update mailing information on all written correspondences and webpages according to the format provided. Always include department name.

- Periodically contact all frequently used external customers, companies, and suppliers to ensure that all mailing information is up-to-date according to the provided format.

- For checks and confidential employee and student information always verify that the sender has the complete mailing information.

- When placing orders or corresponding with external parties always inform them that all insufficiently addressed mail will either incur a delay in processing or be returned to sender.

**QUESTIONS? CALL 2-0479**