

# VCU'S OFFICIAL MAIL SERVICES

END OF 2021 MEMO

DECEMBER 2021

## Winter Closing Special Hours of Operation

The university will be closed from Thursday, December 23, 2021 through Friday, December 31, 2021. To assist our customers, VCU Mail Services will operate under special hours at all our facilities. We will strive to keep the mail flowing during the winter closing.

VCU Mail Services will observe (close) the university's scheduled holidays of December 23, 24 & 31, 2021. On December 20, 21, 22, 27, 28, 29, & 30, 2021 our facilities will be open from 8:00 a.m. to 12:00 p.m. on MCV Campus and from 10:00 a.m. to 12:00 p.m. on the Monroe Park Campus. All incoming mail will be sorted and posted to the mailboxes daily. All outgoing mail received before the facilities close will be processed the same day.

Departments currently receiving delivery service must contact VCU Mail Services by email to request service during the winter closing. Otherwise, mail deliveries will resume on Monday, January 3, 2022. Please send all requests via email to [haynesds@vcu.edu](mailto:haynesds@vcu.edu) & [klsifford@vcu.edu](mailto:klsifford@vcu.edu)

To ensure all requests are received, please use the following as the subject of your email:  
**Winter Shutdown - Box - (your dept's box number)** no later than Wednesday, December 15, 2021. Requested deliveries will be made between 10:00 a.m. and 12:00 p.m. daily.

You should receive a confirmation email stating we have received your request for services. If not, please notify us to confirm your request has been received.

Do not hesitate to contact VCU Mail Services at 828-1343 for additional information or questions that you may have regarding mail delivery.

## 2021 Holiday Shipping Dates for Contiguous U.S.

Recommended send-by dates for expected delivery before December 25.

Domestic Mail Class/Product	Date (excluding Alaska & Hawaii)
First-Class Mail® Service	December 17
Priority Mail® Service	December 18
Priority Mail Express® Service	December 23
USPS Retail Ground®	December 15