

## MAIL SERVICE CHANGE

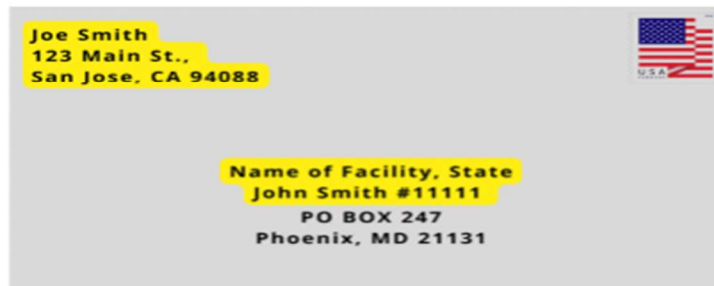
Address to Send Personal Mail is Changing

Hi &&First Name>> ,

**Effective October 1, 2022**, the address that you use to send personal mail to your loved one will change. Please begin using the new address below after this date. For your convenience, there will be a **30 day grace period** to ensure your mail is delivered during this transition.

**Facility Name, State**  
**Inmate Name, Inmate Identifier**  
**PO BOX 247**  
**Phoenix, MD 21131**

**IMPORTANT:** To ensure your mail gets delivered, you must include the full facility name and state the facility is located in, as well as the inmate's unique identifier. Please also note that the sender's full name and physical address must be clearly written on the top left corner of the envelope. See example below and update the yellow highlighted text to reflect your information.



As before, this only applies to personal mail such as letters, pictures, and drawings, which will be digitally delivered via the tablet. This does NOT include money orders and attorney-client privileged mail, which should continue to go directly to the facility.

To report any mail delivery issues, contact TextBehind support directly at [info@TextBehind.com](mailto:info@TextBehind.com).