

## **Subject: 2025 Holiday Season Mail Information**

The Holiday season is quickly approaching. The following information is provided to help your unit manage mail efficiently during the busiest time of the year for the United States Postal Service (USPS):

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1. Friday, December 12, 2025: This is the deadline for units to submit requests to University Mail Services for USPS mail delivery or metering needs during University Season Days. Please submit requests via e-mail to: [mailservice@umich.edu](mailto:mailservice@umich.edu).
2. Wednesday December 17, 2025: Mail must be dropped off at University Mail Services by 5:00 pm to be postmarked by December 24, 2025.
3. Dec 25 - Jan 1, 2026: USPS will be open during University of Michigan season/holiday days but will not provide service to university buildings unless advance written requests are received at University Mail Services (see item #1). University Mail Services will be closed.
4. Print Copy Mail (PCM) will be closed for the season days/holidays, Dec 25th – Jan 5th.
5. Campus Mail will run a skeleton crew tentatively on Dec 29<sup>th</sup> and 31<sup>st</sup> - based on the requirements of the university payables.

### **USPS Domestic Mail - Mailing schedule to ensure delivery by December 25, 2025:**

<b>Class/Product</b>	<b>Cut-off Date</b>
First Class Mail	Dec. 17
Priority Mail	Dec. 18
Priority Mail Express	Dec. 20
USPS Ground Advantage	Dec. 17

Review the USPS web site for additional information - <https://faq.usps.com/s/article/2024-Holiday-Mailing-Deadlines>

PCM / Mail Services website: <https://printcopymail.umich.edu/> Phone 734-764-6230