Diocese *of* Erie

429 East Grandview Boulevard Erie, Pennsylvania 16504

(814) 824 -1111

[www.ErieRCD.org](http://www.ErieRCD.org/)

[Insert date here]

**RE: Change of mailing address for St. Mark Catholic Center**

Dear [Constituent’s Name],

I hope this message finds you well. I am writing to inform you of an important change regarding the mailing address for St. Mark Catholic Center (SMCC).

To create a seamless way of contacting our offices via our mailing address, we are **closing P.O. Box 10397,** which has been an alternative mailing address for SMCC. Effective immediately, we will transition to using a single, consistent mailing address:

**429 E. Grandview Blvd.  
Erie, Pennsylvania 16504-2603**

**We anticipate fully eliminating the P.O. Box by March 31, 2026**. After March 31, 2026, mail sent to the P.O. Box will be forwarded to SMCC by USPS for a limited period. While this will ensure no critical communications are missed, please be aware that it may delay your correspondence with our offices.

We appreciate your prompt attention to this matter and your support in ensuring a smooth transition. Thank you for your cooperation, and feel free to reach out with any questions.

Sincerely,