



## **Contact Needed**

October 24, 2025

All Residents  
Academia Suites  
Bldg G:1100 W. Godfrey Street  
Philadelphia, PA, 19141

FROM: Nicole Plafker, Leasing Agent

**RE: Please Contact the Management Office Immediately**

**Subject: Proper Disposal of Unwanted Mail**

Dear Residents,

We hope this message finds you well. We would like to remind all residents that **unwanted or discarded mail should not be left in or around the mail area**. Leaving loose mail, flyers, or advertisements in this space creates clutter and may interfere with postal deliveries for others.

To maintain a clean and organized community environment, please:

- Take all mail and packages with you after collecting them.

- Dispose of any unwanted items in the **designated trash or recycling bins**.
- Do not leave paper, envelopes, or packaging materials on top of the mailboxes, shelves, or the floor of the mailroom.

Your cooperation helps us keep our shared spaces tidy and ensures everyone enjoys a pleasant experience when collecting their mail.

Thank you for your attention to this matter and for helping us maintain the high standards of our community.

Yours,

**Nicole Plafker**

Leasing Agent, Academia Suites

Call office 215-276-7555, email [yonoacademiamanager@lindyproperty.com](mailto:yonoacademiamanager@lindyproperty.com)