



Village of Galena ◆ 109 Harrison Street, PO Box 386, Galena, Ohio 43021 ◆ 740-965-2484

MESSAGE TO RESIDENTS:

If snow is blocking your mailbox and you are unable to clear a path to it, the post office has confirmed you have the option to go online (usps.com) to place a hold on your mail service. The hold is for a minimum of 3 days and up to 30 days. Mail can then be picked up at the post office in Sunbury M-F 8:30-4:30 and Saturday 8:30-12, however; it cannot be picked up every day. Additionally, you will need to let the post office know that you would like to continue the hold when you pick up each time.