

[LPO]
[ADDRESS]
[SUBURB] [STATE] [POSTCODE]

[DATE]

[AREA MANAGER NAME]
Area Manager
Australia Post
[ADDRESS]
[SUBURB] [STATE] [POSTCODE]

Dear [AREA MANAGER NAME],

Assignment of LPO

I/we apply for written approval for the Assignment of [LPO] Licensed Post Office.

This letter is my official 90-day notice of my intention to assign the Licence, as per 4.1.3 of the LPO Manual. The assignee is:

Name:

Address:

Tel:

Mobile:

Email:

Would you please arrange to contact (NAME) to arrange for the assignment process to commence. We are looking at a transfer date of (3 months).

Yours faithfully,

[YOUR NAME/S]
Licensee
[LPO]