

PRO FORMA LETTER FOR MAIL CONTRACTORS WISHING TO APPLY FOR AN ADJUSTMENT TO FUEL PRICES.

Note: a suggested text only. May be amended as required.



[COMPANY NAME]

[ADDRESS]

[TOWN] [STATE] [POSTCODE]

[DATE]

Delivery Manager (or Contracts Manager)

Australia Post

[ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear Sir/Madam,

Re: Mail Contract No. [INCLUDE MAIL SERVICE NUMBER]

I wish to apply for a review of fuel costs as per Clause 10 of my mail contract, effective immediately.

Yours faithfully,

[NAME OF CONTRACTOR]

[COMPANY NAME]