

Licensed Post Office  
[ADDRESS]  
[SUBURB] [STATE] [P/C]

DATE

Area Manager  
[ADDRESS]  
[SUBURB] [STATE] [P/C]

Dear [Manager's Name].

**REQUEST FOR POMS DATA COLLECTION REPORT**

Please supply me with the current POMS Data Collection Report for this LPO (refer section 12.6.1 of the LPO Operational & Accounting Procedures).

Your early attention to this is requested. Thank you.

Yours faithfully,

[LICENSEE]