

***Pro forma request letter to extend Post Office Box Installations***  
***Insert details where required***  
***Amend as necessary***

[YOUR LPO]  
[LPO ADDRESS]

[DATE]

.....  
Network Manager  
Australia Post  
[ADDRESS]

Dear [Network Manager],

[I / We] intend to extend the Post Office Box installation at the [NAME] LPO. We believe there is sufficient customer demand and it will improve Australia Post services in this area.

The number of new nests of Post Office Boxes we require is [XXX], made up of [XXX] large, [XXX] medium and [XXX] small.

Please provide authorisation for us to purchase the new PO Boxes from Australia Post's authorised supplier, Speedie Engineering.

Please also advise if special numbering is required for the new PO Boxes, or if we can simply continue with the consecutive numbering currently in place.

We look forward to your prompt response and authorisation to enable us to commence this work.

Yours sincerely,

[YOUR NAME]  
LICENSEE