

NOTE: Licensees may adapt this pro forma letter as required to request an amendment by Australia Post to the number of delivery points at your LPO. Any changes will flow on to the Mail Management Fee at your LPO. The request should be based on an accurate and recent count of all delivery points and the updated list should be made available to Australia Post upon request as verification.

Licensed Post Office

.....

.....

Date:

Area Manager

.....

.....

.....

ADVICE OF UPDATED NUMBER OF DELIVERY POINTS FOR THIS LPO

I/We have performed a check of the number of Delivery Points served by this LPO. The check shows that the current numbers of delivery points are as follows:

- Post Office Boxes
 - Business:
 - Government:
 - Private:
- Counter Delivery
 - Business:
 - Government:
 - Private:
- Street Delivery
 - Business:
 - Government:
 - Private:
- Rural/Roadside Delivery
 - Business:
 - Government:
 - Private:

Please amend Australia Post's records for this office accordingly. Your early attention to this is requested. Thank you.

Yours faithfully,

(Licensee)