Date: 23rd December 2019
Ref: 191216-009540

Royal Mail
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(for the deaf and hard of hearing)

The Occupier
Four Oaks
Church Road
Brown Edge
STOKE-ON-TRENT
ST6 8TB

ADVICE OF A CHANGE TO YOUR POSTAL ADDRESS

Dear Customer

It has been brought to my attention, by your Local Authority, that your property is correctly addressed as Church Road. We previously held your address on the Postcode Address File (PAF) as Boardmans Bank and it has been necessary; therefore, to amend the details on PAF in line with their official records. In doing so it has, unfortunately, been necessary for us to change the postcode for your property.

Your correct postal address and new postcode is shown above.
Please start using it as soon as is convenient.

Your postal address contains only the information we need to efficiently route and deliver your mail. It may therefore exclude, for example, the name of your village or district. If you wish to add further information to your postal address when providing details to others you are welcome to do so. This will have no detrimental effect on the service we provide.

The change should show on the postcode finder on our website (www.royalmail.com) within 48 hours, however, it may take some time to show on external organisations' address databases as this is dependent on how often they choose to take updates from us. If you have supplies of stationery etc bearing the outgoing address details, please use this first, all we ask is that the new details are quoted when ordering your next batch.

If you have any queries, please do not hesitate to contact me, quoting the reference at the head of this letter.

Yours sincerely

Maria Bancroft

Maria Bancroft
Address Maintenance Manager

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