

Mailbox Change Directions

Dear [Recipient's Name],

We are writing to inform you of an important change regarding your mailbox. Please follow the steps below to ensure a smooth transition:

1. Locate your current mailbox at [Current Address].
2. Remove any items from the mailbox before the change date.
3. On [Change Date], proceed to [New Address] to collect your new mailbox key.
4. Please place all incoming mail in the new mailbox starting [Effective Date].
5. For any questions or concerns, contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]