

# Mailbox Exchange Guidelines

Date: \_\_\_\_\_

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to provide you with the guidelines for the mailbox exchange process that will ensure a smooth transition and maintain the integrity of our mail delivery system.

## Mailbox Exchange Guidelines

1. **Notification:** Inform the post office of your intent to exchange mailboxes at least two weeks in advance.
2. **Identification:** Always provide valid identification during the mailbox exchange process.
3. **Return of Key:** Ensure that the key for the old mailbox is returned before acquiring the new one.
4. **New Address:** Update your mailing address with all relevant contacts and service providers.
5. **Time Frame:** Complete the exchange process within the designated time frame to avoid any disruption in mail delivery.

For any questions or concerns regarding the mailbox exchange process, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]