

Mailbox Replacement Guidelines

Dear Resident,

We are writing to inform you about the guidelines for replacing your mailbox. Please follow the instructions below to ensure compliance:

Replacement Specifications

- The mailbox should be made of durable materials such as aluminum or galvanized steel.
- All mailboxes must be painted in neutral colors.
- The mailbox height should be between 41 to 45 inches from the ground.
- The mailbox should be located 6 to 8 inches from the curb.

Installation Process

1. Remove the old mailbox and any mounting hardware.
2. Install the new mailbox using appropriate mounting brackets.
3. Ensure stability and levelness of the mailbox.
4. Notify the postal service of the new installation.

Important Notes

Failure to comply with these guidelines may result in the inability to receive mail. Please complete your mailbox replacement by **[Deadline Date]**.

If you have any questions, do not hesitate to contact the management office.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]