

# Postal Service Policy Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Postal Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Relevant Department],

I am writing to inquire about your postal service policies regarding [specific issue or question]. I would appreciate any clarification you can provide on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Understanding these policies is important to me as a customer, and I would be grateful for your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]