

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Post Office Name]
[Post Office Address]
[City, State, Zip Code]

Dear [Postmaster/Specific Recipient's Name],

[Introduction: State the purpose of your letter clearly, e.g., request, complaint, inquiry.]

[Body: Provide any necessary details or background information relevant to your request or issue. Include any specific dates, references, or additional context.]

[Conclusion: Summarize your request or the action you would like the post office to take. Express appreciation for their attention to your matter.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]