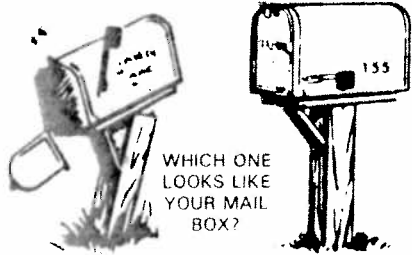


Your Mailbox Needs Attention

(Date)



Postal regulations require customers to provide and erect at their own expense rural mail boxes which meet official standards. A recent inspection disclosed the following faults.

1. Your box is not an approved box	10. The signal flag needs attention
2. The door needs attention	11. Your box is too near the road
3. Box must be located so carrier can serve it without leaving vehicle	12. Your box is too far from the road
4. Your box is not waterproof	13. Your box should face the road
5. Your box should be raised _____ inches	14. Your box should be securely fastened to its support
6. Your box should be lowered _____ inches	15. Your box should be made level, and the post firmly planted
7. Your box should be located on the right-hand side of the road in the carrier's direction of travel	16. A new post for your box should be provided
8. The approach to your box should be filled and properly graded & kept unobstructed at all times	17. The box number must be printed in numerals not less than one inch high on the side of the box visible to the carriers as they approach it or on the box door if the boxes are grouped
9. The approach to your box should be kept clear of snow, vehicles, and other obstacles.	18. Your box should be painted to prevent rusting

19. Other Faults

Please help your carrier provide you with better service by correcting these faults by _____

After this date, delivery service will be suspended until the faults are corrected. Your cooperation in the interest of improved postal service is appreciated.

If you have any questions please see your carrier or contact me.

(Postmaster)

INSTRUCTIONS

Whenever possible, boxes must be located so that carrier's vehicle is off pavement when serving them.

Box number must be painted on box in numerals not less than one inch high.

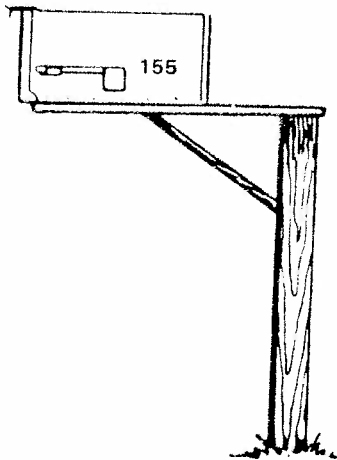
Post must be neat and of adequate strength and size.

Approach to box should be a hard level surface (gravel, cinders, stone).

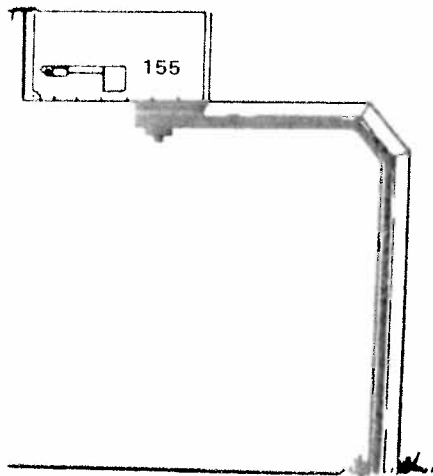
Boxes must be placed to conform with state laws and highway regulations.



Suggested installation
of a single box.



Suggested installation where snow removal
is a problem.



Extend box beyond end of post. Attach board holding box to post with screws or doublehead nails, permitting easy removal if necessary to adjust box height.