

Type the circular below on letter-sized paper. Follow all instructions.

St. Luago Postal Department  
44 Main Street, Bay Town, St. Luago  
785-409-7332 postal@luago.net

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Insert current date

Dear Client

As you may be aware, there has been an increased incidence of the theft of packages that were left unattended by our postal workers at unoccupied premises (residential homes & offices). sp

- Use line & half spacing
- blocked format.

To ensure the uninterrupted delivery of your packages in instances where you are not present to collect same, kindly complete the package delivery indemnity, detach, and return to us as soon as possible.

Sincerely,  
Postmaster General

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PACKAGE DELIVERY INDEMNITY

I \_\_\_\_\_ of \_\_\_\_\_  
Firstname and Lastname Street Address

\_\_\_\_\_, hereby authorize the  
Postal Region

St. Luago Postal Department to ~~deliver~~ leave packages at my front door when I am not present to collect same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Account Code

\_\_\_\_\_  
Date