

Customer Cancellation of Mail Receiving Services

Customer: _____ **Date:** _____

Box # _____ **Cancellation Date:** _____

To Postal Masters and associated agents:

Please consider this my official notice of cancellation of my mail receiving services and the privileges attached thereto (See Mailbox Rental Agreement) at 333 Washington Blvd. Marina del Rey, CA 90292-5136 I understand that the U.S. Postal Service does not forward mail from a private mail receiving center and that I have one of two choices. (I have checked my preference below.)

___a) I have the responsibility of informing all concerned parties of my new mailing address. I fully understand that I no longer have the customer privileges of picking my mail or courier packages at the front counter or entering the lobby after hours at Postal Masters. I also understand that current postal regulations specify that any continued received mail **must be held for six (6) months** before being returned to sender. The responsibility is on me to inform all concerned parties accordingly. I indemnify Postal Masters and its agents of any loss suffered by me due to lost, misplaced or stolen mail after the above date of cancellation.

___b) I hereby leave a forwarding deposit of \$_____ with Postal Masters and request that any continued first class or priority mail received be forwarded to my new mailing address indicated below. I agree to stay in contact with Postal Masters with regards to my mail forwarding. I do understand that I no longer have the mail receiving privileges as outlined in the Mailbox Rental Agreement at Postal Masters, this includes front counter mail pick up, access to my mailbox and after hours front lobby access. I also acknowledge that after the above official cancellation date private courier packages —e.g. fed ex, airborne and ups—will no longer be accepted.

Forwarding Address:

Contact Phone:

Forwarding Schedule:

Customer Signature: