

**FORMAT OF INTIMATION  
DEPARTMENT OF POST, INDIA**

Sir / Madam,

It is to inform that a Registered / Speed Post / Insured letter / Parcel / Money Order No..... received from ..... Post office sent by ..... Addressed to you could not be delivered to you on account of your non availability at your address at the time of delivery. I will coming tomorrow with articles once again.

In case you are not there, you or your authorized representative with identification (Postal Office ID Card / Driving License / Passport / PAN Card etc.) is requested to come to the post office (details given on reverse) between ..... to ..... hrs. to collect your articles within 5 days.

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Name of Post Office:

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Tel. No. ....

Signature of Postman.....

Beat No. ....

**ON POSTAL SERVICES**



To,

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PIN-

Name of Post Office:

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Tel. No. ....

Signature of Postman.....

Beat No. ....

**ON POSTAL SERVICES**



To,

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PIN