

Dear Customer

**Mayfield Post Office® branch
High Street, Mayfield, TN20 6AQ**

Proposed move to new premises & branch modernisation

I'm writing to let you know that we are proposing to move the above Post Office branch to a new location – Mace Supermarket, High Street, Mayfield, TN20 6AA. I am also pleased to tell you that, if the move goes ahead, it will change to one of our new local style branches.

Mayfield Post Office closed temporarily in October 2013 following the resignation of the subpostmaster and the withdrawal of the premises for Post Office use. I am therefore pleased to inform you that a new operator has been appointed, providing us with the opportunity to incorporate Post Office services into Mace supermarket, approximately 200 metres away from the previous service. The service will offer a wide range of key Post Office products and services.

The change to this branch is part of a three-year investment and support programme, the largest in the history of Post Office Ltd, which will see around 6,000 branches (about half the Post Office network) converting to new style branches.

What will this mean for customers?

- Post Office services will be offered from a till on the retail counter in a modern open plan branch
- Longer opening hours
- The majority of Post Office products and services will still be available
- Improved accessibility

Consulting on the proposed new location

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable do you think the new location and premises are and how easy it is to get there?
- Are the new premises easy for you to get into and is the inside easily accessible?
- Do you have any concerns about the new location?
- If so, do you have any suggestions that could help us make it better for you?
- Are there any local community issues which you think could be affected by the proposed move?

Is there anything you particularly like about the proposed change?

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