**PO Box Lockdown Sample Letter**

This agency recently submitted a "Request for Change Of Address or Boxholder Information Needed For Service of Legal Process" form for P.O. Box [number].

Per [state] statute, a physical address is necessary to effect service upon the party. Our investigation has determined that the address information provided by your branch is incorrect and requires updating per the Domestic Mail Manual, specifically USPS Form 1093. Our agency is requesting your assistance in both updating your files, and providing a current physical address for the boxholder. The DMM specific provides the following remedies:

* DMM Section 508.4.3.a1 states that the applicant must complete all required items on USPS Form 1093 ... Furnishing false information on the application ... may be sufficient reason for denial of the application or discontinuance of service.
* DMM Section 508.4.3.a4 stats that when any information required on USPS Form 1093
* changes, the box customer must update the application on file at the post office.
* DMM Section 508.4.3.b6 states that when any information on the online application
* changes, the box customer must update the application on file at the post office.
* DMM Section 508.4.3.2 for verification states that an application for post office box service may not be approved until the applicant's identity and current permanent physical address where he or she resides or conducts business is verified.
* DMM Section 508.4.9.2 for termination states that a postmaster may terminate post office box service ... if the box customer falsifies the application for the box ... or refuses to update information on the box application as required.

Please provide a notice for the boxholder to update their USPS Form 1093. In addition, should the boxholder not comply, the DMM provides for suspending service until such time of compliance. It is requested that you suspend service and inform our agency when the subscriber has complied and completed USPS Form 1093.

Your time and assistance in this important matter is appreciated. If there are any questions or need for clarification, please contact our office at the earliest opportunity, as this is a time sensitive matter.