

Lynette Hutchings

GRO

Post Office Ltd
14 High Street
Eastleigh
Hants
SO50 5TA

06 April 2011

Dear Mrs Hutchings

I am writing to you in respect of the £9,743.76 deficiency identified in the accounts at Rowlands Castle Post Office, following an audit on Wednesday 30 March 2011.

This matter has been passed to me for investigation and as such I would like to invite you to attend an interview in respect of the audit deficiency. The interview will be tape-recorded, conducted under caution and in accordance with the Police and Criminal Evidence Act 1984 Codes of Practice. As such you are entitled to legal representation at the interview, should you so wish.

You are also entitled to have a 'Post Office Friend' present at the interview. Any 'Friend' invited to attend a Post Office Ltd interview must be at least 18 years of age and not already involved in the enquiry. He or she must be a Post Office Ltd employee, who may be from the National Federation of Subpostmasters. The right to a 'Friend' is additional to your right to seek legal advice.

I would like to conduct the interview on either of the following dates at my office above the main Post Office at 14 High St, Eastleigh, Hants, SO50 5TA.

Tuesday 19 April 2011
Wednesday 20 April 2011

As such I would be grateful if you would contact me by Thursday 14 April 2011, to agree a date and time for the interview to take place.

Yours Sincerely

Graham Brander
Security Manager

Tel: **GRO**

Mobile: **GRO**

E Mail: graham.brander **GRO**