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www.postoffice.co.uk

Personal and In Confidence  
Mr L Castleton

**Lee Castleton**

21 February 2005

Dear Mr Castleton  
**Re: Post Office® Marine Drive branch**

I am writing regarding the future of Post Office® Marine Drive branch. It has now been several months since I wrote to you regarding advertising the Branch. In my last letter I said that I would give you six months to sell the business, it has now been more than six months.

I have contacted the HR Service Centre today to find out if there have been any requests for application forms for the Branch recently. The Agency Recruitment section has advised me that there have not been any requests.

I now intend to advertise the Branch AT or NEAR, the current premises. This means that if an interested party is successful with their application the Post Office® could move into their premises. This transaction would take place between Post Office Ltd and the applicant and any licence fee received would be received by Post Office Ltd.

Yours sincerely

**GRO**

Cath Ogresby  
Retail Line Manager  
Post Office Ltd  
Crown Street

**GRO**

Darlington DL1 1AN

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