

Upper Floors  
Post Office Ltd  
The Markets Crown Office  
6-12 New York Street  
Leeds  
LS2 7DZ  
T GRO

**Mrs L J Hutchings**

**GRO**

**Confidential**  
**30 March 2011**

**Dear Mrs Hutchings**

**Post Office® Rowlands Castle branch at 11 The Green, Rowlands Castle, PO9 6BW**

I refer to our recent telephone conversation and confirm that you have been suspended from your Subpostmaster Contract in respect of the above branch with effect from 30 March 2011 until further notice. This suspension is made under section 19, paragraph 4 of your Subpostmaster Contract. It does not mean that your contract has terminated.

During our telephone conversation you indicated that you would be willing to make your premises available for use by a temporary subpostmaster during your suspension for the purposes of ensuring continuation of Post Office® services. If and when a temporary subpostmaster is appointed by Post Office Ltd, please note that it will be up to you and the temporary subpostmaster to reach agreement over an appropriate payment by the temporary subpostmaster to you in respect of any rent, staff wages, utilities and other relevant expenses.

I would be grateful if you could complete and return to me at the address above the slip set out below confirming your understanding and intention regarding the matters set out in this letter.

Yours sincerely,

**Nigel Allen**  
**Agent Contracts Manager**

**To: Nigel Allen**

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**Agent Contracts Manager**

I confirm that I, Mrs Lynette Hutchings, am willing to make my premises at 11 The Green, Rowlands Castle, PO9 6BW, available for use by any temporary subpostmaster appointed by Post Office Ltd in order to provide Post Office® services during my suspension and that I understand that it is my responsibility to come to an agreement with any such temporary subpostmaster regarding the use of my premises and any payments for that use and for any staff costs.

Signed: \_\_\_\_\_

Name of subpostmaster in capitals:

Date: \_\_\_\_\_