



**ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 117  
CHANGE TO THE ROYAL MAIL ACCESS INDICATOR**

**DATE: 23 DECEMBER 2024**

This notice applies to you if you hold an **Access Letters Contract** (Contract) with **Royal Mail Group Limited**, a company registered in England and Wales (number 04138203) with its registered address at 185 Farringdon Road, London, EC1A 1AA.

**1. Definitions and interpretation**

- 1.1 If a word or expression is defined in this notice, it shall have the meaning given in this notice.
- 1.2 Any words or expressions which are not defined in this notice, but have an initial capital letter, shall have the meanings given to them in the Contract.
- 1.3 All of the rules about how to interpret the Contract shall apply to this notice.

**2. Changes to the Contract**

- 2.1 We hereby give you notice under clause 13.2(a)(iii) of the General Access Terms and Conditions to change the Royal Mail Access Indicator to the following design:



- 2.2 The changes detailed in paragraph 2.1 will take effect from 23 December 2026, however customers who wish to produce their items in accordance with the changes from the date of this notice, may do so and we shall accept and process such items accordingly.

Yours sincerely,

Tim Cable  
Wholesale Products Director  
Royal Mail Wholesale