



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 080:  
CHANGES TO MAILMARK SPECIFICATION**

**Date: 10 February 2025**

This notice applies 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.

We notify you under clause 13.2(b)(ii) of the Access Letters Contract that we are changing the Access Letters User Guide to introduce changes to the Mailmark specification for Letters and Large Letters.

**1. Changes**

- 1.1 The Mailmark Letters specification document which is hyperlinked within Section 7 of Appendix M will be amended. The revised specification document can be found [here](#).
- 1.2 The Mailmark Large Letters specification document which is hyperlinked within Section 8 of Appendix M will be amended. The revised specification document can be found [here](#).

**2. Timescales**

- 2.1 The changes described in paragraph 1 above will come into effect from 22 April 2025.

Yours sincerely,

Tim Cable  
Wholesale Products Director  
Royal Mail Wholesale