

To
The Chief Post Master,
General Post Office,
Sundhara, Kathmandu

To Provide Post Box.

Dear Sir,

I / We need a Post Box as a requirement. Therefore, I / We request you to provide a Post Box with the following details.

1. Name :	
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2.	District	VDC/Municipality	Ward No.	Village / Tole / Marg	House No.
Permanent Address					
Mailing Address					

3. Phone No. :		E-Mail:	
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4. Post Box Type :	Large	Medium	Small
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5. Post Box Requirement Reason :	Personal	Business	Organization
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6 . Post Box No. if any taken previously :	
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7. Related documents : (Photocopy should be submitted)	Nepali Citizenship	Firm Registration	Passport
	Personal	Business	Tourists

For Official Use Only :

Post Box No. :

Date of issue :

Issued By :

Approved By :

Applicant (Stamp)

Name :

Signature :

Date :