



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 069:
CHANGES TO MAILMARK SPECIFICATION**

Date: 3 April 2023

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 full details of the changes are detailed within Section 7 of Appendix M.
- 1.2 The Mailmark Large Letters specification document which is hyperlinked within Section 8 of Appendix M will be amended. The full details of the changes are detailed within Section 8 of Appendix M.

2. Timescales

- 2.1 In line with clause 13.2(b)(ii) of the Access Letters Contract, the changes described in this UGA067 will come into effect from 1 July 2023.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale