

*Re-direction of Letters.*

Parties desiring to have their letters and papers re-directed should give or send an intimation to that effect in writing to the postmaster of the office from which the letters and papers are to be re-directed. The parties whose correspondence is thus re-directed should take steps to inform their correspondents of their change of address, so that the post office may not be put to unnecessary trouble in the matter.

*Letters to Contain Full Address of Writer.*

Every letter should contain the full name and address of the writer, in order to insure its return if the person to whom it is directed cannot be found.

*Missing or Delayed Letters or Papers, etc.*

When articles of mail matter are missing or delayed, the fact should be communicated at once to the Postmaster-General at Ottawa, or to the Inspector of the division in which is situated the post office at which the articles were posted. In case of a missing letter enclosing articles of value, state the exact contents, the exact address, the office at which posted, the name of the person by whom received at the office. In the case of a delayed letter or paper, send the cover or wrapper in an entire state, in order that the place of delivery may be ascertained by an examination of the postmarks.

*Supposed Abstraction of Money or Value From Letters.*

In the event of a supposed abstraction of money or value from a letter, send the letter and cover to the Postmaster-General, stating day and hour on