

---

Postmaster

---

City

---

State,

Zip

---

, 2016

Dear \_\_\_\_\_

During the period, \_\_\_\_\_, 2016,  
I met the requirements for a special inspection set forth in section 271.g of  
the M-39 handbook. I therefore request that a special inspection be  
conducted on my assignment, route \_\_\_\_\_, as soon as possible but  
within four weeks, in compliance with the M-39.

Thank you for your attention to this matter.

Sincerely,

---

Printed Name

City Carrier, Route \_\_\_\_\_

cc: Shop Steward  
District Operations & Programs Support Manager