

RESTRICTED

FORMAT TO BE USED WHEN SENDING MAIL TO BRITISH FORCES POST OFFICE ADDRESSES

To receive mail as quickly as possible through the British Forces Post Office (BFPO), the following address format must be used.

SERVICE NUMBER: _____ RANK: _____ NAME _____

SUB UNIT / DEPT: _____

UNIT / BN / REGT: _____

OPERATION NAME: (if applicable) _____

BFPO NUMBER: _____

Notes:

1. Use of geographical place names or UK Postcodes within this address format must not be used.
2. The BFPO number **must** always appear on the bottom line of the address. Failure to do so may cause delay as BFPO mail is sorted by high speed letter and packet sorting machines.
3. The address of the sender should always be endorsed on the reverse of the letter or packet.

**PLEASE COMPLETE AND PASS ON TO YOUR FAMILY
AND FRIENDS IN YOUR NEXT LETTER HOME**

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