



Dear Customer,

Branch Unplanned Closure

**Clare Post Office
Commerce House, Well Lane, Clare, Sudbury, CO10 8NH**

We are writing to advise you that, due to unforeseen circumstances, the above branch closed on Friday 17 July 2026. Please accept my apologies for the late notification on this occasion.

We are working to restore Post Office services at Clare, and I apologise for any inconvenience this closure may cause locally. In the interim, we hope that our customers will continue to use Post Office services and details of possible alternative Post Office branches in the area are shown at the end of this letter. The latest available branch information can be found on our website <https://www.postoffice.co.uk/branch-finder>

We're carrying out this notification in line with our Principles of Community Engagement. An extract relating to Notification is available at the end of this letter.

If you are a local representative, we will ensure that you are kept advised of developments in due course.

We would like to thank you for your patience at this time.

Yours faithfully,

Wendy Hamilton

**Wendy Hamilton
Area Change Manager**

How to contact us:

comments@postoffice.co.uk

postofficeviews.co.uk

FREEPOST Your Comments

Alternative branches

There are times our branches may need to make changes to their opening hours. The latest available branch information, including any additional possible alternative Post Office branches in the area, can be found on our website www.postoffice.co.uk/branch-finder

Hundon Post Office	Services available				
Hundon Village Hall North Street Sudbury CO10 8EE	Offers Euro Travel Money and similar services, however excluding, Vehicle Tax and Dollar Travel Money.				
Opening times	Access				
<table><tr><td>Mon - Sat</td><td>09:00 – 13:00</td></tr><tr><td>Sun</td><td>Closed</td></tr></table>	Mon - Sat	09:00 – 13:00	Sun	Closed	Access is level at the entrance to the premises.
Mon - Sat	09:00 – 13:00				
Sun	Closed				
Getting there					

Approximately 3.8 miles from Clare Post Office branch, along varied terrain. Customer car park is available, outside the branch. There is no bus service available between Clare branch and this service.

Glensford Post Office	Services available						
Premier 21A Hunts Hill Glensford CO10 7RP	Offers the same services.						
Opening times	Access						
<table><tr><td>Mon - Fri</td><td>09:00 – 17:00</td></tr><tr><td>Sat</td><td>09:00 – 12:00</td></tr><tr><td>Sun</td><td>Closed</td></tr></table>	Mon - Fri	09:00 – 17:00	Sat	09:00 – 12:00	Sun	Closed	There is an incline at the entrance to the premises.
Mon - Fri	09:00 – 17:00						
Sat	09:00 – 12:00						
Sun	Closed						
Getting there							

Approximately 4.6 miles from Clare Post Office branch, along varied terrain. Customer car park is available, outside the branch. There is a regular bus service between Clare Post Office and this service, the nearest bus stop is approximately 35 metres from this branch.

To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.

Principles of Community Engagement on changes to the Post Office network (extract)

A full version of this document is available on our Consultation Hub - postofficeviews.co.uk

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Unplanned closure¹/ planned service interruption
- Re-opening of a closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community
- Franchising of a Directly Managed branch in its existing site where there are no changes to access to the Post Office serving point

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, aiming to provide four weeks' notice. Four weeks' notice may not be possible for an unplanned change, and in these instances, we will provide notice as soon as we are able to. For closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We notify locally elected representatives including but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Parliament, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council, selected charities, local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. They are also encouraged to share all information additionally with local groups and organisations who they believe have an active interest in changes to their local Post Office.

These Principles have been agreed with Citizens Advice, Consumer Scotland and the General Consumer Council for Northern Ireland, the independent statutory consumer advocacy bodies.

What to do if you feel these Principles haven't been followed:

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer advocacy body (Citizens Advice, Consumer Scotland, or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The consumer advocacy body will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

Postofficeviews.co.uk

Comments@postoffice.co.uk

FREEPOST Your Comments

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Textphone: 03457 22 33 55

¹Where the closure is unplanned, the service provision in the area will be reviewed based on current usage, modelling and availability of any suitable replacement or alternative service model. A commercial decision will be made if to actively seek to replace the closed service and will not be subject to public consultation.