

Post Office Department
OFFICE OF THE CHIEF INSPECTOR
Washington

This form should be completed **IN DETAIL** by the **COMPLAINANT AND THE POSTMASTER AND PROMPTLY FORWARDED**, in accordance with the instructions under Section C.

REPORT OF THE LOSS, RIFLING, DELAY, WRONG DELIVERY, OR OTHER IMPROPER TREATMENT OF MAIL MATTER.



THE FOLLOWING QUESTIONS SHOULD BE ANSWERED BY THE SENDER OR ADDRESSEE ONLY:

<p>1. Date of mailing, day of week, hour of mailing, or between what hours</p> <p>2. Post office, county, and State where it was mailed. If at a station post office in a large city, give location and name or number of such station. (If in a foreign country, give post office, province, and State.)</p> <p>3. By whom was the letter or parcel sent? Give exact local or street address.</p> <p>4. How was it addressed? If addressed to a large city, the street address should be added; if to a foreign country, the post office, province, and State (or kingdom) must be given, especially in the case of Austria-Hungary, France, Germany, Greece, Italy, Russia, and Turkey.</p> <p>5. If a letter, describe contents with precision. If money, state total amount and denominations of bills. If a money order, draft, or other negotiable paper, give number and particulars of issue.</p> <p>6. If a parcel, describe each separate article therein, and state actual value. If books or music, give title.</p> <p>7. What is the nature of the complaint—loss, rifling, damage, delay, wrong delivery, or other irregularity?</p> <p>8. Letter or parcel</p> <p>9. Was the letter or parcel registered, ordinary, special delivery, or parcel post? (If registered, or insured, give number.)</p> <p>10. Name and permanent address of the person answering these questions, and the date upon which this inquiry or complaint is made.</p> <p>11. If complaint is made by sender, have you received information from the addressee that the letter or parcel has not been received?</p> <p>12. What is the exact present address of the addressee?</p> <p>13. What was weight of letter or parcel? How much postage was paid? Are you sure that the postage was fully prepaid?</p> <p>14. Did it bear a request to return if not delivered? If so, state number of days mentioned</p> <p>15. Was it deposited in the post office, or in a street letter box, or handed to a postal employee? If deposited in a box, give location; if handed to a clerk or carrier, so state.</p> <p>16. If the letter or parcel was deposited in the mails by some one other than the sender, state by whom</p> <p>17. If the complaint is of rifling, damage, or delay, submit the envelope or wrapper or state what disposition has been made of it.</p> <p>18. To whom should the matter or its value be delivered if recovered?</p> <p>19. Has previous inquiry or complaint been made on this subject? If so, on what date and to whom?</p>	<p>(Name of addressee.)</p> <p>(Street and number.)</p> <p>(City and State.)</p>
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FURNISH FULL PARTICULARS ON BACK OF THIS FORM AND AFFIX IMPRESSION OF POSTMARKING STAMP.