

**Lost Mail/ Package Request**

Name \_\_\_\_\_ Student ID. \_\_\_\_\_

KSU/Georgia Highland Email \_\_\_\_\_

Description (Please Circle): Letter      Package

Carrier (Please Circle): United States Postal Service      UPS      FedEx      DHL

Tracking Number \_\_\_\_\_

**Letters without tracking numbers are much harder to research.**

Expected Date of Delivery: \_\_\_\_\_

Senders Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Country of than the United States \_\_\_\_\_

**Campus Postal Services Office Use Only**

Resolution (Give Brief Description):