

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):