

U.S. Postal Service
UNDELIVERED MAIL REPORT

Delivery Unit	Route No.	Date
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TO: Delivery and Collection Superintendent

The Following Mail Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.

NOTE: If mail left undelivered by carrier is later delivered on the same day, the manager should explain the action taken.

	Preferential	Other
Letters		
Newspapers		
Magazines		
Flats		
Samples		
Other Pieces		

For Use By Parcel Post Carrier Only

Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.

Sacks	Outside Pieces
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Remarks: (Reasons for nondelivery. Report of trips omitted or curtailed. Note any other matter of which record should be made.)

Reg.	Tech or Util.	Part Time	Signature
Action Taken (Manager)			

Manager's Signature

Date

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