

U.S. Postal Service		
<b>UNDELIVERED MAIL REPORT</b>		
Delivery Unit	Route No.	Date

<b>TO: Delivery and Collection Superintendent</b>
<b>The Following Mail Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.</b>
<i>NOTE: If mail left undelivered by carrier is later delivered on the same day, the manager should explain the action taken.</i>

	Preferential	Other
Letters		
Newspapers		
Magazines		
Flats		
Samples		
Other Pieces		

<b>For Use By Parcel Post Carrier Only</b>	
<b>Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.</b>	
Sacks	Outside Pieces

<i>Remarks: (Reasons for nondelivery. Report of trips omitted or curtailed. Note any other matter of which record should be made.)</i>				
	Reg.	Tech or Util.	Part Time	Signature
Action Taken ( <i>Manager</i> )				
Manager's Signature				Date