

Letter Mail Slip

Department: _____ Fund: _____

DOMESTIC MAIL

- 1st Class Mail.....Postcards, letters and flats containing writing and sealed against inspection.
- Certified.....Can be added to a letter or flat. Provides a tracking number and requires an electronic signature upon delivery.
 - Return Receipt..... Additional option added to Certified mail. Provides hardcopy proof of signature delivery.

INTERNATIONAL MAIL

- 1st Class Mail.....Postcards, letters and flats containing writing and sealed against inspection.

* For mailing packages, please complete the USPS Package Shipping Request Form found at <https://aux.charlotte.edu/mail-package-departments/>. If mailing 25 or more packages, please email mailservices@charlotte.edu or call (704) 687-0383 for additional instructions.

of Pieces: _____ Date: _____

Phone: _____

Print Name: _____

Signature: _____

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