





## Letter Mail Slip

Department:	Fund:	Department:	Fund:
DOMESTIC MAIL		DOMESTIC MAIL	
	eards, letters and flats containing writing and ed against inspection.		ls, letters and flats containing writing and gainst inspection.
	pe added to a letter or flat. Provides a tracking per and requires an electronic signature upon ery.	O CertifiedCan be added to a letter or flat. Provides a tracking number and requires an electronic signature upon delivery.	
O Return Receipt Additional option added to Certified mail.  Provides hardcopy proof of signature delivery.		O Return Receipt Additional option added to Certified mail.  Provides hardcopy proof of signature delivery.	
INTERNATIONAL MAIL		INTERNATIONAL MAIL	
O 1 <sup>st</sup> Class MailPostcards, letters and flats containing writing and sealed against inspection.		O 1 <sup>st</sup> Class MailPostcards, letters and flats containing writing and sealed against inspection.	
* For mailing packages, please complete the USPS Package Shipping Request Form found at <a href="https://aux.charlotte.edu/mail-package-departments/">https://aux.charlotte.edu/mail-package-departments/</a> . If mailing 25 or more packages, please email <a href="mailservices@charlotte.edu">mailservices@charlotte.edu</a> or call (704) 687-0383 for additional instructions.		* For mailing packages, please complete the USPS Package Shipping Request Form found at <a href="https://aux.charlotte.edu/mail-package-departments/">https://aux.charlotte.edu/mail-package-departments/</a> . If mailing 25 or more packages, please email <a href="mailservices@charlotte.edu">mailservices@charlotte.edu</a> or call (704) 687-0383 for additional instructions.	
# of Pieces:	Date:	# of Pieces:	Date:
Phone:		Phone:	-
Print Name:		Print Name:	
Signature:		Signature:	
	Rev 04/17/2024		Rev 04/17/2024