

Damage Claim Filed by Sender

DATE:

TO:

The enclosed Form 1000 was filed by the sender whose name appears in Item 1. It is a claim for damage to the contents of a package mailed to you.

To help the Postal Service settle this claim, please review the Form 1000 and follow the instructions below:

1. Complete **Item 13a** on the enclosed claim form.
2. If you plan to have the article repaired:
 - a) Obtain a signed estimate of repairs or a paid repair bill from a repair shop or dealer.
 - b) Attach the estimate or paid bill to the enclosed claim form and show the amount in **Item 10**.
3. Sign and complete **Items 13h through 13j**.
4. Take the enclosed claim form with the damaged article, wrapper, mailing container, packaging, estimate or repair bill, and any other papers you may have received with this letter to your local post office for inspection.

If you have any questions, your local post office will be glad to assist you.

Your promptness is sincerely appreciated.

(Signature)

(Title)

Enclosure

3862