



Damage Claim Filed by Addressee

DATE:

TO:

The enclosed Form 1000 was filed by the person or firm whose name appears in **Item 2**. It is a claim for damage to the contents of a package you mailed.

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

1. Complete **Item 10**. Indicate the value of the items described. Attach a copy of the sales receipt. If you do not have a sales receipt, show in **Item 10** the purchase price, the place where purchased, and the approximate date of purchase.
2. Designate to whom payment of the claim should be made in **Item 12a**.
3. Sign and complete **Items 12c through 12e**.
4. Take the original mailing receipt you were given when you mailed the article, and the enclosed claim form to your nearest post office. A postal employee will endorse the receipt and complete Items B1 and B8 on form 1000.

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

Your promptness is sincerely appreciated.

(Signature)

(Title)

Enclosure

3863