

College of Charleston Mail Theft or Incident Report

Date

Name of Complaint

Address

City

State

Zip Code

Campus e-mail

Alternative e-mail

Campus Phone
Number

Cell Phone
Number

Nature of Complaint

Theft of mail

Delayed Letter

Other (describe)

Mail Rifling

Delayed Parcel

Mail Tampering

Damage to Mailbox

Contents of Mail

Correspondences

Currency

Check

Bank/Credit Cards

Gift Cards

Other

Type of Delivery

First Class Mail

Priority Mail

Express Mail

Fed Ex

UPS

Other

Sender's Information

Name

Address

City

State

Zip Code

Remarks: