



# CERTIFIED MAIL

## Please Note

The certified mail receipt must be placed on the left hand side of the envelope just under the Return Address, as shown. Please do not place the receipt in the upper right corner; The upper right corner is reserved for the postage meter (see diagram below.) Please be sure to fill in all required information on the certified mail green card, as we cannot fill it out for you.

RETURN ADDRESS

7008 0500 0001 7697 1087

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS FOLD AT DOTTED LINE

**CERTIFIED MAIL**

7008 0500 0001 7697 1087

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U.S. Postal Service<sup>TM</sup>

**CERTIFIED MAIL<sup>TM</sup> RECEIPT**

(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at [www.usps.com](http://www.usps.com)

OFFICIAL USE

Postage \$

Certified Fee

Return Receipt Fee

Restricted Delivery Fee

Postnet Delivery Fee

Endorsement Fee (Required)

Total Postage & Fees \$

Postmark Here

PS Form 3811, February 2004

Send Receipt to addressee

CITY

JAN-1'95

STATE

U.S. POSTAGE

0.00

F METER

000000

**Postage Meter**

John Doe

123 Fake Street

Any City, State 00000

The areas in yellow need to be filled out for certified mail by sender.

UNITED STATES POSTAL SERVICE

First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

**SENDER: COMPLETE THIS SECTION**

■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.

■ Print your name and address on the reverse so that we can return the card to you.

■ Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

2. Article Number  
(Transfer from service label)

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-04-1540

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

☒ X

☐ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes

If YES, enter delivery address below: ☐ No

3. Service Type

☐ Certified Mail ☐ Express Mail

☐ Registered ☐ Return Receipt for Merchandise

☐ Insured Mail ☐ C.O.D.

4. Restricted Delivery? (Extra Fee)

☐ Yes

The green card needs to be placed on the BACK of the mailing item.

## Questions

For more information, you can contact Larry Ruiz Print Services Supervisor at (210) 356-8801, ext. 68831. Our staff is also available to answer your questions between the hours of 7:00 AM and 4:00 PM.