



Office of University Housing
Package Claim Form

If you believe you are missing a package or letter, please fill out the following form. Please note that Housing is not responsible for any lost packages as stated in our Guidelines for University Housing. Please turn in to the Information Desk at your respective building. Please fill out the form completely.

Requester Information

Name _____ Banner _____
Room _____ Date _____
(Housing/Room)

Package Information

Fill out with the most information you have available to you. This will help in addressing the issue.

Type of Mail (mark one) [] Letter [] Package Carrier _____
Was it damaged? (mark one) [] Yes [] No Is the item lost? [] Yes [] No
Sent To _____ Expected Date of Arrival _____
_____ Package Tracking Number _____

Students who have a receipt may turn it in by emailing housing@ltu.edu or printing off a copy and attaching it to this form

Package/Letter Description and Contents

Can include price, purchased/sent items, important contents (i.e. documents, medication, etc.) or any other useful information.

[Empty box for package description and contents]

Resident Signature

Desk Receptionist Signature

For Office Use Only

Date Received _____ [] Safety Notified [] Mail Sorters Notified
Package Found [] Yes [] No Date Found _____