

****Certified Mail Letter Checklist for Senders****

1. **Prepare the Letter**

- Ensure all contents are complete and signed.
- Include the recipient's name and address.

2. **Choose the Right Envelope**

- Use a sturdy envelope that can withstand mailing.
- Ensure the envelope is appropriate for certified mail.

3. **Address the Envelope**

- Write the sender's return address.
- Clearly write the recipient's address.

4. **Obtain Certified Mail Label**

- Purchase a certified mail label from the post office or online.
- Fill out the label with the required information.

5. **Attach the Certified Mail Label**

- Affix the label to the envelope in a visible location.

6. **Request a Return Receipt (if needed)**

- Decide if you want a return receipt for proof of delivery.
- Fill out the return receipt portion if applicable.

7. **Weigh the Package (if applicable)**

- Weigh the letter to ensure correct postage.
- Add extra postage if necessary.

8. **Visit the Post Office**

- Go to the post office to send the mail.
- Hand the letter to the clerk for certified mail processing.

9. **Obtain a Receipt**

- Keep the receipt provided by the post office.
- Note the tracking number for future reference.

10. **Track the Shipment**

- Use the tracking number to monitor the status of the letter online.
- Confirm delivery with any requested receipts.

****[End of Checklist]****