

**Explanation of the recipient for the following consignment:**

Shipment no.

from  
to

Content:

According to track and trace, the shipment was delivered to me/us\* on \_\_\_\_\_.

**I/we, the recipient/s\***

name: first name:

address:

**declare the following:**

The shipment mentioned above

was delivered on \_\_\_\_\_.

was not delivered.

I/we\* have no information regarding the whereabouts of the shipment.

The amount to be collected on delivery

was collected by the postman.

was collected by the employees of the post office  
\_\_\_\_\_

was not collected.

I/we\* assure that the information above is correct and complete.

\_\_\_\_\_  
Place, date, signature

\*please delete as appropriate