

Lost Environmental Permit Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you that I have lost my environmental permit (Permit Number: [Insert Permit Number]) issued on [Insert Date of Issue]. Despite my thorough search, I have been unable to locate the original document.

To assist in the re-issuance of my permit, I have included the following details:

- Type of Permit: [Insert Type]
- Issue Date: [Insert Date]
- Location of Project: [Insert Location]

I kindly request guidance on the necessary steps to obtain a replacement permit. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this issue.

Sincerely,

[Your Name]