

Lost Permit Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Permit Office/Relevant Authority Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you that our business, [Your Business Name], has misplaced our permit #[Permit Number] which was issued on [Issue Date]. Despite our thorough efforts to locate the document, we have been unable to find it.

We understand the importance of maintaining proper documentation and are actively working to ensure that our records are complete. We kindly request your guidance on the process to obtain a replacement for the lost permit.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]