

Request for Replacement of Lost Permit

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a replacement for my lost permit, previously issued on [Original Issue Date]. The permit number is [Permit Number]. Unfortunately, I lost the permit on [Date of Loss], and despite my best efforts to locate it, I have been unsuccessful.

For your reference, I have enclosed any necessary documentation to verify my identity and my previous permit. I would appreciate your guidance on the procedure to obtain a replacement permit, including any fees that may be required.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]