

Formal Request for Lost Completion Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reissuance of my completion certificate for [Course/Program Name] which I completed on [Completion Date]. Unfortunately, I have misplaced the original certificate and am unable to locate it.

The details of my enrollment are as follows:

- Full Name: [Your Full Name]
- Student ID (if applicable): [Your Student ID]
- Program Name: [Program or Course Name]
- Completion Date: [Date of Completion]

I would greatly appreciate your assistance in processing this request. If there are any forms I need to fill out or fees that need to be paid, please let me know, and I will address them promptly.

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

Sincerely,

[Your Name]