

Notification of Lost Completion Certificate

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that I have lost my completion certificate for [Course/Program Name], which was awarded on [Date of Issuance]. Despite my efforts to locate it, I have been unable to find the original document.

In light of this situation, I kindly request your assistance in issuing a duplicate completion certificate. If there are any forms or fees required for this process, please let me know, and I will comply promptly.

Thank you for your understanding and support. I look forward to your swift response regarding this matter.

Sincerely,

[Your Name]