

Request for New Completion Certificate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the issuance of a new completion certificate for [Project Name/Description] which was completed on [Completion Date]. Unfortunately, my original certificate has been [lost/damaged], and I kindly ask for your assistance in obtaining a replacement.

To expedite the process, I have attached the following documents for your reference:

- Copy of the original project agreement
- Proof of project completion
- Identification proof

Please let me know if any additional information is required. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]