

Demand for Transaction Receipt Replica

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a replica of the transaction receipt for my recent purchase made on [transaction date] for [details of the transaction], with the transaction ID [transaction ID].

Unfortunately, I have misplaced the original receipt and require a copy for my records and potential warranty claims.

Please send the receipt replica to my address provided above or to my email address at your earliest convenience.

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

Sincerely,
[Your Name]