

Rental Application - Request for Duplicate Rent Receipt

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to request a duplicate copy of my rent receipt for the month of [Insert Month and Year]. Unfortunately, I have misplaced the original document and require it for my records.

My details are as follows:

- **Tenant Name:** [Your Name]
- **Property Address:** [Rental Property Address]
- **Rental Period:** [Insert Month and Year]

I would greatly appreciate your assistance in providing me with a duplicate receipt at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]