

# Appeal for Second Copy of Statement

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient Name

Recipient Title

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal for a second copy of my statement dated [insert date of the original statement], as the first copy has been misplaced due to unforeseen circumstances.

The details of the original statement are as follows:

- Account Number: [insert account number]
- Date of Statement: [insert date]

I would greatly appreciate it if you could assist me in obtaining a duplicate copy at your earliest convenience. It is essential for me to have this document for my records and ongoing financial management.

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

Sincerely,

[Your Name]