

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a duplicate payment receipt for my recent transaction with [Company/Organization Name] dated [Transaction Date]. Unfortunately, I misplaced the original receipt and need a copy for my records.

The details of the payment are as follows:

- Payment Amount: [Payment Amount]
- Payment Method: [Credit Card/Check/etc.]
- Transaction Reference Number: [Reference Number]

I would appreciate your assistance in providing a duplicate receipt at your earliest convenience. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]