

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous request for an additional copy of my bill dated [original bill date]. As of today, I have not yet received it.

Please let me know if there are any issues or if you need further information from my side to process this request. I would appreciate it if you could expedite sending the additional bill copy at your earliest convenience.

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

Sincerely,

[Your Name]