

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Department Name

Organization Name

Organization Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request the issuance of a duplicate [specify document, e.g., birth certificate, diploma] due to [reason for requesting a duplicate, e.g., loss, damage]. I have attached supporting documentation to substantiate my request.

The details are as follows:

- Document Type: [Type of document]
- Original Document Number: [If applicable]
- Date of Issuance: [Date]

I understand the necessity of proper procedure, and I am willing to comply with any requirements needed for this request. I would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]