

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Duplicate Bill

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a duplicate copy of the bill associated with my account, [Your Account Number], dated [Bill Date]. The original document has been misplaced and is required for my legal documentation.

Please send the duplicate bill to my above address or email me a PDF copy at [Your Email Address]. I would appreciate your prompt assistance in this matter.

Thank you for your help.

Sincerely,

[Your Name]