

Request for Duplicate Bill

To Whom It May Concern,

I am writing to request a duplicate copy of my bill for my records. My account number is **123456789**, and the bill in question was issued on **MM/DD/YYYY**.

Unfortunately, I seem to have misplaced the original document and would appreciate it if you could send me a new copy at your earliest convenience.

Thank you for your assistance in this matter. If you need any further information, please feel free to contact me at **(123) 456-7890** or **email@example.com**.

Sincerely,

Your Name

Your Address

Your City, State, Zip Code