

# Request for Duplicate Bill

Date: [Insert Date]

To: [Tax Preparation Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a duplicate copy of my bill for tax preparation services provided on [insert service date]. Unfortunately, I am unable to locate the original document.

My details are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Contact Number]
- Email: [Your Email Address]

I would greatly appreciate it if you could send me a duplicate of the bill at your earliest convenience, as it is needed for my records.

Thank you for your attention to this matter.

Sincerely,

[Your Name]