

Duplicate Bill Request for Warranty Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Customer Service/Specific Contact],

I hope this message finds you well. I am writing to request a duplicate copy of my bill for [Product/Service Name], which was purchased on [Purchase Date]. Unfortunately, I seem to have misplaced the original bill, and it is required for my warranty claim.

Below are the details of my purchase:

- Product/Service Name: [Product/Service Name]
- Purchase Date: [Purchase Date]
- Transaction/Order Number: [Transaction/Order Number]

I would greatly appreciate it if you could send me the duplicate bill at your earliest convenience. If you require any further information, please do not hesitate to contact me via email or phone.

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

Sincerely,

[Your Name]