

# Letter of Request for Lost Document

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance regarding the loss of important documents related to [specify the documents, e.g., "my mortgage agreement" or "my birth certificate"]. Unfortunately, I discovered that these documents are missing as of [specify date of discovery].

The details of the lost documents are as follows:

- Document Type: [Document Type]
- Document Number: [Document Number]
- Date of Issue: [Date]
- Additional Information: [Any other relevant details]

I kindly request your guidance on the necessary steps to obtain replacements for these important papers. If there are any forms to fill out or fees associated with the replacement, please let me know. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]