

# Duty-Free Purchase Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you regarding a duty-free purchase I made on [Insert Purchase Date] at [Insert Location]. Unfortunately, I have misplaced the receipt for this transaction.

Below are the purchase details:

- Purchase Item(s): [Insert Item(s) Description]
- Total Amount: [Insert Total Amount]
- Transaction Reference Number: [Insert Transaction Number]

I kindly request your assistance in providing a replacement receipt or alternative proof of purchase for my records. Thank you for your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]