

Inquiry for Missing Savings Bond Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the documentation for my savings bond(s) that appears to be missing. The details of the savings bond(s) are as follows:

- Bond Serial Number: [Insert Serial Number]
- Issue Date: [Insert Issue Date]
- Face Value: [Insert Face Value]

Despite my efforts to locate the necessary documentation, I have been unable to do so. I would appreciate any assistance you can provide in helping me retrieve or replace these documents.

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

Sincerely,

[Your Name]