

Duplicate Sales Receipt Request

Dear [Company Name],

I am writing to request a duplicate copy of the sales receipt for my recent purchase. Please find the details below:

- **Name:**
- **Purchase Date:**
- **Item/Service Purchased:**
- **Order/Invoice Number:**

Kindly send the duplicate sales receipt to my email address or contact information provided below at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]

Name:

Purchase Date:

Item/Service Purchased:

Order/Invoice Number:

Your Contact Information:

Request Duplicate Receipt