

Request for Copy of Original Receipt

Date:

To:

From:

Subject: Request for Copy of Original Receipt

Dear ,

I am writing to request a copy of the original receipt for the following transaction:

- Transaction Date:
- Amount:
- Purpose:
- Other Details:

Kindly provide a copy of the original receipt at your earliest convenience. If you require any further information, please let me know.

Thank you for your assistance.

Sincerely,