[Date]

[Company Name]  
[Company’s Address]

Subject: Request for Duplicate Bill

To whom it may concern,

Our company was issued with a billing invoice on the date [DATE].

I am writing this with great regret that due to the shifting of our department we have lost the mentioned bill. The bill had important information about the products, and it is essential for maintaining the balance in the accounts department. The following goods/services were mentioned on the bill that we had purchased from your company.

(Mention the details of the products and total amount if you may remember. It would help them to recognize it properly without any error).

Because of the incident mentioned above, we would like to request a duplicate copy of the mentioned bill with the verification from your billing department. Kindly make it possible in sooner time so that we can make the payment as soon as possible.

We extremely apologize for the delay in the payment and the inconvenience it has caused. If you have any query regarding this or if you need any clarification you may contact us on the following given numbers, or you may email us at;

(Indicate your contact numbers and emails here)

We hope that you would help us in this regard.

Thank you.

Respectfully,

[Mention the name of Your Company]

[Your Name]  
[Your Signature]  
[Your department and position]