

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: vs.

Dear :

Due to the fact that has not been able to locate the Releases you previously executed, I am enclosing a second set of duplicate originals of the Release. You need to execute the Releases on page 3 and page 5 before a notary and return to me at your earliest convenience. Once the Releases are returned to me, I will forward them to and he has informed me that he will hand deliver them to and have them sign, so that we can conclude this matter as soon as possible.

Please call if you have any questions.

Sincerely,

by:

:

Sample Letter For Lost Documents

Clifford Lane



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