

LOST RECEIPT EXPLANATION LETTER

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Lost Receipt Explanation Letter

[YOUR NAME]
[YOUR POSITION]
[YOUR COMPANY NAME]
[YOUR COMPANY ADDRESS]
[YOUR EMAIL ADDRESS]
[YOUR PHONE NUMBER]

[DATE]

[RECIPIENT'S NAME]
[RECIPIENT'S POSITION]
[RECIPIENT'S COMPANY NAME]
[RECIPIENT'S COMPANY ADDRESS]

Dear [RECIPIENT'S NAME],

I hope this letter finds you well.

I am writing to provide clarification regarding the lost receipt for the recent transaction on **[DATE OF TRANSACTION]**. Due to unforeseen circumstances, the original receipt could not be located. Please allow me to elucidate the details surrounding this matter.

The transaction in question occurred on **[DATE OF TRANSACTION]** at **[LOCATION/STORE]**. The nature of the purchase was **[DESCRIPTION OF PURCHASE]**, amounting to **[TOTAL AMOUNT]**. Unfortunately, despite diligent efforts to locate the receipt, it has regrettably gone missing.

To compensate for the absence of the original receipt, I have attached alternative documentation that verifies the transaction. Enclosed, you will find **[DESCRIBE ATTACHED DOCUMENTATION]**, which includes **[SPECIFY ATTACHED DOCUMENTS]**. These documents should serve as sufficient evidence of the transaction in question.

I understand the importance of maintaining accurate records and apologize for any inconvenience caused.

Sample Explanation Letter Lost Documents

**United States. General Accounting
Office**

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