

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Business Name]
[Recipient Address]
[City, State, Zip Code]

RE: Request for Provenance Documentation and Purchase Receipt

Dear [Recipient Name],

I am writing to formally request the complete provenance documentation and the original purchase receipt for the following item acquired on [Date of Acquisition]:

- **Item Description:** [Brand, Model, or Title]
- **Serial/Reference Number:** [Number]
- **Purchase Price:** [Amount]

To ensure the authenticity, historical record, and future valuation of this asset, please provide any available records including:

- The original sales receipt or invoice.
- Certificates of authenticity or appraisal reports.
- Ownership history and previous transfer records.
- Original warranty documents or service history (if applicable).

Please send these documents to my email address listed above or to my physical mailing address. If there are any administrative fees associated with retrieving these records, please notify me in advance.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]