

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for Reissue of GVM Certificate

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the reissue of my GVM (General Valuable Management) certificate, which was originally issued on [original issue date].

Due to [reason for reissue, e.g., loss, damage, change of name, etc.], I am unable to present the original certificate. I kindly ask that you process my request for reissuing the certificate at your earliest convenience.

For your reference, I have attached [any supporting documents, e.g., copy of ID, application form, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]
[Your Signature (if sending a hard copy)]