

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Doctor's Name]  
[Doctor's Office/Clinic Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Doctor's Name],

I hope this message finds you well. I am writing to inform you that I have misplaced the prescription for [Medication Name], which was issued on [Date of Prescription]. I have searched thoroughly but have been unable to locate it.

I kindly request your assistance in issuing a new prescription at your earliest convenience. This medication is essential for my health, and I would greatly appreciate your help in facilitating this matter.

Thank you for your understanding and support. Please let me know if you require any further information.

Sincerely,  
[Your Name]