

Date: [Insert Date]

To,  
[HR Manager's Name]  
[Company Name]  
[Company Address]

Subject: Request for Replacement of Lost Employee ID

Dear [HR Manager's Name],

I am writing to formally request the replacement of my lost employee ID card. My name is [Your Name], and I am an employee in the [Your Department] department, with employee ID number [Your Employee ID Number].

I realized that I misplaced my ID card on [Date of Loss] and have since made attempts to locate it without success. As the ID card is crucial for my daily access to the workplace and related facilities, I would appreciate your assistance in issuing a replacement at your earliest convenience.

Please let me know if there are any forms or procedures I need to complete for this request. Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]