

Lost Permit Declaration

Date: [Insert Date]

To Whom It May Concern,

I, [Your Full Name], a student of [Your School/University Name], hereby declare that I have lost my [type of permit, e.g., "Student ID Permit", "Parking Permit"]. The permit was last seen on [insert last known date] at [insert last known location]. Despite my efforts to locate it, I have been unable to find it.

Details of the lost permit:

- Permit Type: [Type]
- Permit Number: [Number]
- Issued Date: [Date]

I kindly request that you assist me in processing a replacement for the lost permit. Please let me know if you require any further information or documents from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Contact Information]