

# Letter of Appeal for Reissue of Lost Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insert Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reissue of my diploma, which I have unfortunately lost. My name is [Your Name], and I graduated from [Institution's Name] with a degree in [Degree Name] in [Graduation Year].

This diploma is critical for my immigration documentation, and without it, I am facing challenges in completing my application process. I assure you that I have taken all necessary steps to locate the original document, but it seems to be permanently misplaced.

I would greatly appreciate your assistance in this matter, and I am willing to provide any necessary identification or information required for the reissue process. Please let me know the steps I need to follow and any fees associated with the reissue of my diploma.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]