

Application for Reissue of Lost Diploma

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the reissue of my diploma, which I unfortunately lost [mention the circumstances of the loss if relevant, e.g., during a move, theft, etc.]. My name is [Your Name], and I graduated from [Institution Name] in [Year] with a degree in [Your Degree].

The details of my graduation are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Graduation Date: [Graduation Date]
- Student ID (if applicable): [Your Student ID]

As I am planning to pursue further studies, I require my diploma for the application process. I would appreciate your prompt assistance in this matter. Please let me know if there are any fees or forms required to facilitate this request.

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

Sincerely,

[Your Name]