

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 was lost under unfortunate circumstances. I graduated from [Program Name] on [Graduation Date] and my student ID is [Student ID].

Despite my efforts to locate the diploma, I have been unable to do so. I have checked all possible locations and have even filed a report with [if applicable, mention any relevant authorities, e.g., police or lost property].

I would greatly appreciate your assistance in reissuing my diploma. Please let me know if there are any forms I need to complete or fees that need to be paid in this process. Thank you very much for your understanding and support in this matter.

Sincerely,
[Your Name]