

[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 I unfortunately lost due to [briefly explain the circumstances, e.g., "a recent move" or "an unfortunate incident"].

I graduated from [Institution's Name] in [Month, Year] with a degree in [Your Degree]. My student ID number is [Your Student ID Number]. I require a copy of my diploma for personal records, as it is essential for [mention any specific reason if applicable, e.g., "job applications" or "graduate studies"].

I would appreciate it if you could guide me through the process of obtaining a reissue and inform me about any associated fees. Enclosed with this letter are copies of my identification and any necessary forms required for this request.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]