

Notification of Request for Reissue of Lost Diploma

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of the theft of my diploma, which occurred on [Insert Date of Theft]. Despite my efforts to recover it, I have been unable to locate the document.

I kindly request the reissue of my diploma from [Insert Institution Name]. My details are as follows:

- Full Name: [Insert Your Full Name]
- Student ID: [Insert Student ID]
- Graduation Year: [Insert Graduation Year]
- Degree: [Insert Degree Earned]

Attached to this letter is a copy of the police report regarding the theft for your reference.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]