

Request for Reissue of Lost Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Office of the Registrar

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear Registrar,

I am writing to formally request the reissue of my diploma, which I have unfortunately lost. My details are as follows:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Degree Obtained: [Your Degree]
- Graduation Date: [Your Graduation Date]

I understand the importance of this document and assure you that I have taken all necessary steps to locate it. However, despite my efforts, I have been unable to recover my diploma.

Please inform me of any requirements or fees associated with this process. I appreciate your assistance in this matter.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]