

Request for Reissue of Lost Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Institution Name]

[Institution 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 lost recently. The original diploma was issued to me upon my graduation from [Degree/Course Name] on [Graduation Date].

Due to the loss of my diploma, I am unable to meet the employment requirements for the position of [Job Title] at [Company Name]. I would greatly appreciate your assistance in reissuing my diploma at your earliest convenience.

Please let me know if there are specific forms or fees that I need to complete to expedite this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]