

Request for Reissue of Lost Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[University/College Name]

[Office of Registrar/Appropriate Department]

[University Address]

[City, State, Zip Code]

Dear [Registrar's Name or Appropriate Title],

I hope this message finds you well. I am writing to formally request the reissue of my diploma, which I unfortunately lost due to [brief explanation of how it was lost].

My details are as follows:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Graduation Year: [Year of Graduation]
- Program: [Your Degree Program]

This diploma is essential for my scholarship application to [Name of Scholarship or Institution], and I would greatly appreciate any assistance you can provide in expediting the reissue process.

If there are any forms or fees required for this process, please let me know, and I will address them promptly.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]