

# Letter of Appeal for Lost Student ID Replacement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Office of Student Affairs]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for a replacement of my lost student ID. My name is [Your Name], and I am a graduate student in the [Your Program] at [University Name]. Unfortunately, I misplaced my student ID on [Date Lost] and despite my best efforts, I have been unable to recover it.

The student ID is critical for my access to campus facilities and resources, and it has created challenges in my daily activities as a student. I kindly request your assistance in issuing a replacement for my lost ID.

I understand there may be procedures and fees associated with this request and am willing to comply fully. Please let me know how I can facilitate this process.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if available)]