

# Application for Lost Student ID Replacement

Date: [Insert Date]

To,  
The Dean,  
[College/University Name],  
[College/University Address],  
[City, State, Zip Code]

Subject: Application for Replacement of Lost Student ID

Dear [Dean's Name],

I am writing to formally request a replacement for my lost student ID. My name is [Your Full Name], and I am a student at [College/University Name], enrolled in the [Your Course/Program Name] for the academic year [Academic Year]. My student ID number is [Your Student ID Number].

Unfortunately, I misplaced my student ID on [Date of Loss] and have been unable to locate it despite my efforts. The ID is essential for my daily activities on campus, including accessing library services, student events, and identification purposes.

I kindly request that you guide me through the process of obtaining a replacement ID. I am willing to provide any necessary documentation and pay any applicable fees.

Thank you for your understanding and support. I look forward to your prompt response.

Sincerely,  
[Your Full Name]  
[Your Contact Information]  
[Your Address]