

Lost Student ID Replacement Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a replacement for my lost student ID. My name is [Your Name], and I am currently enrolled as a part-time student in the [Your Program] program at [University/College Name].

My student ID number is [Your Student ID Number]. Unfortunately, I misplaced my ID on [Date of Loss] and have been unable to locate it despite my efforts.

As a part-time student, my student ID is essential for accessing campus facilities and resources. I kindly request that you process my application for a replacement ID at your earliest convenience.

If you require any further information or documentation to assist in this process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]