

Letter of Request

[Your Name]
[Your Student ID] (if applicable)
[Your Contact Information]
[Date]

[Recipient's Name]
[Title/Position]
[Department/Organization Name]
[University/College Name]
[University/College Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a replacement for my lost student ID card. My name is [Your Name], and I am a [Your Year, e.g., sophomore] studying [Your Major/Program] at [University/College Name].

Unfortunately, I misplaced my student ID on [Date of Loss] during [brief description of the circumstances]. I have searched thoroughly but have been unable to locate it. The loss of my student ID has been quite inconvenient as it is essential for accessing university services and participating in student organizations.

I kindly request your assistance in issuing a replacement ID at your earliest convenience. If there are any forms or fees associated with this request, please let me know and I will comply promptly.

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

Sincerely,
[Your Name]
[Your Program/Year]
[Your Contact Information]