

Inquiry for Lost Student ID Replacement

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Office/Department Name]

[Insert Institution Name]

[Insert Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am an international student currently enrolled in the [Your Program/Department] at [Institution Name]. I am writing to inquire about the process for replacing my lost student ID.

Unfortunately, I lost my student ID on [Date of Loss] and have been unable to locate it despite my best efforts. As an international student, having my student ID is crucial for accessing various campus services and facilities.

I would appreciate any guidance you could provide regarding the steps I need to take to obtain a replacement ID. Additionally, please let me know if there are any associated fees or required documents.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student Number]

[Your Contact Information]

[Your Address]