

Notification for Lost Student ID Replacement

Date: [Insert Date]

To:

[University Staff Name]
[University Department/Office]
[University Name]
[University Address]

Dear [University Staff Name],

I hope this message finds you well. I am writing to inform you that I have unfortunately misplaced my student ID card, and I would like to request a replacement.

My details are as follows:

- **Full Name:** [Your Full Name]
- **Student ID Number:** [Your Student ID Number]
- **Program of Study:** [Your Program]
- **Contact Information:** [Your Phone Number] | [Your Email Address]

Please let me know the procedure for obtaining a replacement student ID card. If there are any fees involved or further information required, kindly inform me at your earliest convenience.

Thank you for your assistance in this matter.

Sincerely,

[Your Full Name]
[Your Signature (if sending a hard copy)]