

Request for Replacement of Lost Student ID

Date: [Insert Date]

To: [Insert Appropriate Authority/Office]

From: [Your Name]

Student ID: [Your Student ID]

Program: [Your Program Name]

Year: [Your Year of Study]

Dear [Recipient's Name],

I am writing to formally request a replacement for my lost student ID. Unfortunately, I misplaced my ID on [insert date of loss] and have been unable to locate it since. As a returning student at [insert institution name], I understand the importance of having a valid student ID for university services and identification purposes.

To assist with the processing of my request, I have enclosed any necessary documentation as per the guidelines provided by the institution. I appreciate your prompt attention to my situation, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]