

Request for Replacement of Lost Student ID

Date: [Insert Date]

To: [School Administrator's Name]

[School Name]

[School Address]

Dear [School Administrator's Name],

I am writing to formally request a replacement for my lost student ID. My name is [Your Full Name], and I am a [Your Grade] student at [School Name]. Unfortunately, I misplaced my student ID on [Date of Loss], and despite my efforts to locate it, I have been unable to find it.

Having my student ID is essential for [mention any specific reasons: accessing school services, participating in events, etc.]. I would appreciate your guidance on the process for obtaining a replacement ID and any associated fees.

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

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Class/Section]