

Request for Replacement of Lost Student ID

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request a replacement for my lost student ID. My name is [Your Name], and I am an online student enrolled in [Your Program or Course] at [Your Institution]. My student ID number is [Your Student ID Number].

Unfortunately, I misplaced my student ID on [Date of Loss], and despite my efforts, I have been unable to recover it. As my student ID is crucial for accessing various campus resources and verifying my student status, I kindly request the issuance of a replacement at your earliest convenience.

Please let me know if there are any forms I need to fill out or fees required for processing this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]