

Request for Replacement High School Diploma

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

To: [School Name]

[School Address]

[City, State, ZIP Code]

Dear [Registrar's Name or School Administration],

I hope this message finds you well. I am writing to formally request a replacement for my high school diploma, which I have unfortunately lost.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Year of Graduation: [Your Graduation Year]

Please let me know the process for obtaining a replacement diploma as well as any associated fees. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Name]