

Application for Reissue of Lost Certificate

Date: [Insert Date]

To,
The [Designated Authority/Registrar],
[Institution/Organization Name],
[Address Line 1],
[Address Line 2],
[City, State, Zip Code]

Subject: Application for Reissue of Lost Certificate

Dear [Designated Authority/Registrar],

I, [Your Full Name], am writing to formally request the reissue of my [specify the name of the certificate, e.g., "Graduation Certificate", "Character Certificate", etc.], which I have unfortunately lost.

My details are as follows:

- Name: [Your Full Name]
- Roll Number/ID: [Your Roll Number/ID]
- Course/Program: [Your Course/Program Name]
- Year of Passing: [Year of Passing]

I have made every effort to locate the lost certificate, but regrettably, I have been unable to find it. I kindly request your assistance in issuing a duplicate copy at your earliest convenience. I am prepared to provide any necessary documentation or complete required forms to facilitate this process.

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

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Number]
[Your Email Address]