

Request for Duplicate Report Card

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To,

[Principal's Name]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

I hope this letter finds you well. I am writing to formally request a duplicate copy of my report card for the academic year [Insert Academic Year]. Unfortunately, I have misplaced my original report card and require a duplicate for my records.

My details are as follows:

- Name: [Your Name]
- Class: [Your Class/Grade]
- Roll Number: [Your Roll Number]
- Year of Graduation (if applicable): [Your Year]

I would greatly appreciate your assistance in issuing a duplicate report card at your earliest convenience. Please let me know if there are any forms or fees required for this process.

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

Sincerely,

[Your Name]