

From

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To

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Subject: Request to issue a duplicate ID card

Respected Sir/Madam,

Apologetically, I am writing this letter to you in order to request you to kindly issue me with a duplicate Identity Card in my name. Unfortunately, I -----  
(Name), lost my identity card during -----(where) on -----  
----- (date) and due to the loss of ID Card, I am unable to \_\_\_\_\_ (Issue books from library /attend clinicals / etc.).

Following are the details pertaining to the Lost Identity Card:

Name: -----(Name)

Admission Number:----- (Admission Number)

Batch: -----(Class)

I once again request you to kindly issue me with the duplicate ID Card.

Sincerely,

----- (Name),  
----- (Contact Number)

place: -----

Date: \_\_/\_\_/\_\_\_\_ (Date)