

Request for New Student ID Card

[Your Name]

[Your Student ID]

[Your Program/Major]

[Your Contact Information]

[Date]

[College/University Name]

[Student Affairs Office/Registrar's Office]

[Address]

[City, State, ZIP Code]

Subject: Request for New Student ID Card

Dear [Student Affairs Office/Registrar's Office],

I hope this letter finds you well. I am writing to formally request a replacement for my lost student ID card. My name is [Your Full Name], and my student ID is [Your Student ID]. Unfortunately, I have misplaced my original ID card, and I kindly request your assistance in issuing a new one.

Details for the request are as follows:

1. Full Name: [Your Full Name]
2. Student ID: [Your Student ID]
3. Date of Loss: [Date when the ID card was lost]

I understand the importance of the student ID card as an essential document for accessing campus facilities, attending classes, and participating in various college activities. Losing the

ID card has inconvenienced me, and I am eager to obtain a replacement to continue participating fully in college life.

I am prepared to follow any necessary procedures and provide the required documentation to facilitate the issuance of a new ID card. If there are any forms or fees associated with this process, please inform me, and I will promptly fulfill the necessary requirements.

I appreciate your attention to this matter and your assistance in helping me obtain a new ID card. Thank you for your understanding and cooperation.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information or have any specific instructions for this request.

Sincerely,

[Your Full Name]

[Your Student ID]

[Your Email Address]

[Your Phone Number]