P. O. Box 336

Aflao

[texas.seme@gmail.com](mailto:texas.seme@gmail.com)a

8th November, 2019

Through

The HOD

Computer Science Department

Accra Technical University

The Director

Academic Affairs

Accra Technical University

Dear Sir / Madam

**APPLICATION FOR REPLACEMENT OF SCHOOL IDENTITY CARD**

I have unfortunately misplaced my wallet and other belonging which include my student ID. I am writing this letter to your office to kindly replace it for me.

**Name: Seme Emmanuel**

**Program of Study: Computer Science**

**ID Number: 01172337D**

**Session: Full Time**

**Contact: 0240746707**

Thank you.

Yours student

…………………………

Seme Emmanuel