

Application

To: Aisha

Subject: Duplicate ID Card

Body: Respected sir/ madam, I would like to inform you that I _____ (student name) have enrolled into your _____ (program name) program which shall commence from ____/____/____ (date). I would like to inform you that my student enrollment number is _____ (mention student enrollment number). This is to bring into your kind consideration that as per the norms, I am required to bring an ID card in order to enter your premises. But, unfortunately, my ID card is not issued yet. So I hereby request you to kindly issue my ID card at the earliest

Signature:



Status: Accepted