
To
The Officer In-charge,
Hijli T.O.P,
Kharagpur (T) PS

November 28, 2019

Respected Sir,

Sub: Lost/Missing of Institute ID Card

I, B Nitin, son of TV Baby, student of Cryogenic Engineering Centre, Indian Institute of Technology Kharapur , 16CR91R04, resident of Dr. BC Roy HallHall of Residence would like to inform you that I have lost my Institute ID Card on 16-14-2096 at 12:09 hours in the premises of Indian Institute of Technology Kharapur campus.

So, I request you to make a GDE for necessary action and oblige.

Thanking you

Yours sincerely,

B Nitin
16CR91R04
Dr. BC Roy Hall
Indian Institute of Technology Kharapur