

College Identity Card Lost Application

To

The Principal
Sri Guru Hari Singh College
Sri Jiwan Nagar

Subject: Request of duplicate Identity Card.

Sir/ Madam,

Most respectfully, I would like to state that my name is _____ (Name)

and I am a student of _____ class in your reputed college having roll number
_____ (Roll number).

I am most apologetically writing that I have lost my Identity card and unable to find it.

Therefore, I request you to kindly issue me with a duplicate Identity card. I shall be highly

Obliged for your kind support. I am ready to pay all applicable charges (if any).

Thanking you

Yours Faithfully

Name

Class

Roll No

Email ID

Mobile Number

Signature

Date