**Subject: Loss of College Identity Card**

Dear Counselor,

I am [name of the student], from semester [x] from the Department of [name of the department] I recently joined the college after completing my high school education from [name of the school]. I was issued a college identity card which is being used to get access to all the benefits and facilities including car/bike parking, entrance to the library, entrance to the main hall and games, and many others.

I lost the ID card on [date] and I kept searching for it at my home, gym, and other places at college as I thought I might have dropped it somewhere and will find it. Unfortunately, I could not find my card anywhere till today and therefore, I am helplessly writing to you to request a replacement.

I have provided all of my details below and request a replacement at the earliest possible so that I can use college facilities and borrow books from the library. Luckily, I have a copy of my ID card that I have attached to this application.

Full Name:

Semester:  
Program:  
Slot:

Roll Number:  
Registration Number:  
Session:  
Department:

I assure you that I will take more care of my belongings and demonstrate responsibility towards college accessories. I will be very thankful to you if you excuse my negligence and direct the concerned person to issue a duplicate card.

Thank you in advance.

Regards

[Name of the student]  
[Signature]