**Re. Lose of College ID Card and Request for New Card Issuance**

Respected Dean,

I apologize for losing my college identity card somewhere. I understand that a college ID card is mandatory and a student should take good care of it with responsibility. However, it fell somewhere and I am unable to find it anywhere. I have searched it thoroughly but I am unable to find it.

I wrote an email to the concerned authorities to inform them but they have declined to cooperate and proposed that I write an application to you and get it approved for the issuance of a new card.

Sir, I understand that it might cause a little inconvenience, thus, I am sorry for the disruption. I assure you that I will be careful next time. A college ID is a must to access library books, issuance of notes and documents, class attendance, and entrance to the campus. Moreover, I am not allowed to park my bike in the student area without an ID card.

Sir, please be kind enough to approve my application so that I can get my card at the earliest possible and get access to all the college-mandated benefits and facilities.

I have attached my previous documents with this application and have they verified by the concerned government official for evidence. Moreover, I have attached a proforma for the loss of my ID card and mentioned all my credentials there. In case of any more information, I am available at [phone number] and [email address].

Thank you.

Sincerely,

[Name of the Student]  
[Department]  
[Signature]