

Principal
Dhaka Imperial College
Dhaka

Subject: Issuing a duplicate identity card

Sir,

This is to inform you that I lost my identity card last morning. While getting on a crowded bus, it suddenly dropped from my pocket without my knowledge. Now I am badly in need of a duplicate identity card. It should be mentioned here that I have already informed the local police station of the matter and accordingly filed a General Diary G.D. no.....dated.....

In view of the circumstances stated above, I hope you would kindly issue me a duplicate identity card.

Sincerely Yours,

.....
(Name)
Class:
Section:
Roll:

.....
Father / Guardian's
Comment & Signature
Mobile: