

Dated: _____

The Principal,
PGDAV College (Eve.),
Nehru Nagar,
New Delhi-110065.

Subject: Loss of Identity Card / Library Card / DTC Bus Pass / Fee Slip

Respected Sir,

With due respect, I beg to say that I have lost my Identity Card / Library Cards / DTC Bus Pass / Fee Slip on _____ (Please mention the date) somewhere and the same is not traceable. I would like to request you to issue me duplicate Identity Card / Library Card / DTC Bus Pass / Fee Slip at an early date.

An FIR in this respect has been lodged with the nearby Police Station _____ (Name of the Police Station) on _____ and the same is enclosed herewith for your reference.

Thanking you,

Yours obediently,

Signature _____

Name _____

Class & Roll No. _____

Course _____

Mobile No. _____

For office use only

The Cashier,

Please accept Rs. _____ against the cost of issuing of duplicate Identity Card / Library Card / DTC Bus Pass / Fee Slip.

Principal