

Your Name

Student, Class XII-B

Your Address
City, PIN
+91 98xxx xxxxx

Ref: Personal

Date: 14 April 2026

The Principal

Your School Name

City

Subject: Application for issue of a duplicate identity card

Respected Sir/Madam,

I am a student of Class XII-B (Roll No. 23). I lost my school identity card on my way home on 12 July 2026, and I could not find it despite searching.

I need the card to enter the school and to use the library and laboratory. I request you to issue me a duplicate identity card. I am ready to pay the prescribed fee of ₹100.

A recent passport-size photograph is attached. I shall be thankful to you.

Yours obediently,

Your Name

Class XII-B, Roll No. 23