

Request Letter for Duplicate Document

Date: [Insert Date]

To,

The Registrar,

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Subject: Request for Issuance of Duplicate [Specify Document, e.g., Degree Certificate]

Dear Sir/Madam,

I am [Your Name], a former student of [Course/Degree Name], batch of [Year], bearing registration/roll number [Your Roll Number]. I am writing this letter to request the issuance of a duplicate copy of my [Specify Document] which was originally issued to me on [Date of Issue].

Unfortunately, the said document has been [lost/damaged/stolen] due to [brief explanation of circumstances]. Despite considerable efforts, I have been unable to recover it.

As the document is essential for [reason, e.g., further studies/job application], I kindly request you to issue a duplicate copy at the earliest. I am enclosing the required documents as per institution guidelines. I hereby undertake to return the duplicate if the original is found in the future.

Kindly let me know if any further formalities are required from my end.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Contact Details]

[Your Address]

- Ensure all information provided is accurate and matches institutional records.
- Attach copies of any required supporting documents as per institution policy.
- Include a copy of FIR/General Diary (if the document was lost or stolen), if required.
- Retain a copy of your letter and attachments for future reference.
- Follow up with the institution if you do not receive a response within the expected timeframe.