

To,
The Registrar,
Vishwakarma University,
Pune 48

Subject: Application for duplicate Identity Card

Dear Sir

I _____ am a bonafide student of
_____ Programme under _____ Faculty
Admitted in the Academic Year _____.

The university has issued me the Identity Card. But I lost the Identity card.

Request you to issue me the duplicate of the said card.

I am ready to pay the concerned charges for the same.

Thank you very much.

Yours Truly,

Name of the student _____

Date with Sign _____

SRN _____