

Date : \_\_\_\_/\_\_\_\_/20\_\_\_\_

To  
The Centre-in-Charge  
Dewan Dighi Youth Computer Training Centre  
Dewan Dighi, Palitpur More,  
Post – Mirzapur, Dist – Burdwan  
Pin – 713102

**Sub :-** Application to obtain a **Duplicate ID Card.**

Respected Sir,

With due respect I beg to state that I have LOST/DAMAGE my Student Identity Card on \_\_\_\_/\_\_\_\_/20\_\_\_\_,  
please issue a DUPLICATE ID Card on my favour.

I do confirming that I will bear the required charges for the same.

Please take necessary steps infavour.

Thanking You.

Yours faithfully,

(Signature of the Student)

Name of the Student : \_\_\_\_\_

Batch Code : \_\_\_\_\_ Course Code : \_\_\_\_\_

Registration No. : \_\_\_\_\_

\_\_\_\_\_  
Signature ofr the Class Teacher

Date : \_\_\_\_/\_\_\_\_/20\_\_\_\_