

To,

The Director

KIT

Raigarh (C.G.)

Subject: - An application to reissue I-Card.

Sir,

With due respect I beg to say that I have lost my original I – Card which was issued to me by the institution.

Kindly issue me a duplicate I - Card by paying penalty fees Rs. 50 for the same.

Thanking you.

My details are as follows:-

Name : - .....

Father's Name : - .....

Date of Birth : - .....

Branch : - .....

Semester : - .....

Address : - .....

Contact No. :- .....

Email ID : - .....

Paste your recent  
passport size colour  
photograph

Date -----

Signature

Name.....