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| Date: …………ToThe RegistrarUniversity of Asia Pacific74/A, Green Road, Dhaka 1205, Bangladesh |
| Subject: Requesting to Issue a New Student ID Card  |
| Through: The Head of the Department of Law and Human Rights, UAP |
| Dear Sir,With due respect, I beg to state that I have lost student ID (Student ID number ……………..). Now, I am requesting you to issue me a new student ID card. I am attaching the copy of General Diary (GD) along with the application.I, therefore, kindly request you to grant my application and allow me to have a new student ID card. |
| Yours obediently,………………………..Signature of the Student………………………..Name of the Student  Registration Number:……Year……SemesterStudent’s Mobile Number:Guardian’s Mobile Number:  |
| Comments of the Advisor: | Comments of the Head of the Department: |