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| Date: …………  To  The Registrar  University of Asia Pacific  74/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……Semester  Student’s Mobile Number:  Guardian’s Mobile Number: | |
| Comments of the Advisor: | Comments of the Head of the Department: |