

To
The Principal
Garden High School
318 Prantik Pally
Kolkata 700 107

**Subject: Application for reissue of Library-cum-Identity Card of _____
(Student Id: _____) due to loss or damage.**

Dear Madam,

My ward _____ (Student Id: _____) is a student
of **Class:** _____ **Section:** _____ of your school.

His / Her Library-cum-Identity Card is lost / damaged. I hereby request you to kindly arrange for issue
of a duplicate card on payment of necessary charges.

Thank you
Yours faithfully

From
Guardian Name:
Guardian Mobile:
Guardian Email:

.....
Signature of the Guardian

For Office Use Only

Checked By:

Approved By: