

To  
The Centre-in-Charge  
(Name & Address of your YCTC)

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

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**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 of the Class Teacher

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