

Head Clerk (Morn / Day) to do the needful
as per college norms

Principal
Dinabandhu Andrews College

The Principal
Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084

Sub.: Issuance of duplicate Fee Book / I. Card

Sir,

This is for your kind information that I have lost my Fee Book / I. Card for which I have lodged a Police complaint with _____ Police Station on _____ vide Police Complaint No. _____, dated _____.

Under the circumstances I request you to issue a duplicate Fee Book / I.Card at your earliest convenience.

I do hereby furnish the details of my studentship for your ready reference.

Name	
Class	
Roll No.	
Registration No.	

Thanking you.

Yours faithfully,

Signature of the Student
With date