

Dated:

To

Dean Academics / Coordinator PTU Regional Centre
Guru Nanak Dev Engineering College,
Ludhiana.

Through: HOD

Subject: Issuing Duplicate College ID Card.

Sir,

I _____ S/o, D/o _____
University Roll No. _____ College Roll No _____,
Branch: _____ am a student of 1st/2nd/3rd/4th year B.Tech./MBA /
MCA / M.Tech. (under Regional Centre) / M.Tech. - AICTE approved. I have lost
college identity card. It is requested that kindly issue me the duplicate Identity Card.

Yours sincerely,

(Signature)

Mobile No.: _____

Mother's Name:: _____

Email ID: _____

Address Line 1: _____

Address Line 2: _____

City/Village: _____ District: _____

Pin Code: _____ State: _____

Enclosure:

1. Original FIR Copy
2. Cash Receipt, (Rs. 50/ to be deposited to Cashier).
3. Passport Size Photograph.
4. Address Proof