To Date:

The HR Manager, Place:

XYZ Foundation,

Address of the company.

Sub: Request for duplicate ID card.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employee ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ working in the organization as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ department since \_\_\_\_\_\_\_\_\_\_. Recently I have lost my employee ID card. I have searched it everywhere but I couldn’t able to find it.

So here I am requesting you to please issue me a new employee ID card.

Thanking you.

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_