

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

**Subject: Application for reissue of Library 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 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:

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Signature of the Guardian

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**For Office Use Only**

Checked By:

Approved By: