

To  
The Officer Incharge  
Simrol Police Station  
Simrol, Indore, Madhya Pradesh - 453 552

**Subject:**

Loss/theft of ID Card & Request to issue an attested copy of complaint registered for re-issue of ID Card

Dear Sir,

Recently, my ID Card was lost / stolen at \_\_\_\_\_  
<mention the place> in \_\_\_\_\_ <city>. I request you to  
kindly record this information and issue me an attested copy of this document.

Yours Faithfully,

(Signature with date)

**My details are as under -**

|                               |  |
|-------------------------------|--|
| <b>Name</b>                   |  |
| <b>Father's/Spouse's name</b> |  |
| <b>Current Address</b>        |  |
| <b>Email/Phone number</b>     |  |

**My ID Card details are as under -**

|   |            |
|---|------------|
| <b>Name mentioned</b>                     |            |
| <b>Registration Number/ID Card number</b> |            |
| <b>Designation</b>                        |            |
| <b>Department</b>                         |            |
| <b>Institute</b>                          | IIT Indore |