

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School Name]
[School Address]
[City, State, ZIP Code]

Dear [Principal's Name],

Subject: Request for Reissue of OD Letter

I hope this letter finds you well. I am writing to formally request the reissue of my Original Degree (OD) letter. Due to [reason for requesting the reissue, e.g., loss, damage], I am unable to obtain my degree documents, which are essential for [explain why you need the OD letter]. I graduated in [Year] from [Course/Program] and my registration number is [Your Registration Number].

I would appreciate your assistance in processing this request at your earliest convenience. Please let me know if any additional information or documentation is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]