**Sample Explanation Letter for Lost Company ID**

From:

Rakesh Gupta

52A, Gandhi Nagar

New Delhi

Date: 16.08.18

To,

Adarsh Swami

Human Resource Manager

Fullerton Software Ltd.

New Delhi

Sub: Regarding Loss of Company ID

Dear Mr. Gupta,

I would like to report the loss of my company ID, as of August 15th, 2018. While going back home from work day before yesterday, a pick-pocket stole my wallet which also had my Company ID card. Though I have filed a FIR for the same but I am not very sure whether I will be getting it back or not.

It was a mere accident and therefore, I request you to please issue a replacement of the same to me.

Thanking in anticipation for your assistance.

Yours sincerely,

Rakesh Gupta

Marketing Executive