**Letter Seeking Permission to Write Exam Without ID Card**

Date: \_\_\_/\_\_\_/20\_\_\_\_

**To,**

**The Principal,**

**Government College of Engineering, Karad**

**Subject: Requesting permission to write Winter / Summer / Makeup 20\_\_\_\_ Examination**

Sir/Madam,

With utmost courtesy, I would like to inform you that I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_and I study in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (class) of your reputed Government College of Engineering Karad.

Most apologetically, I would like to inform you that I have an examination today i.e. **Course** **Code**\_\_\_\_\_\_\_\_\_\_\_ **Course Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and as per the requirements I am supposed to present my ID card in front of the invigilator for getting entry. But, I request to inform you that I am not having my identity card as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ID card got lost/ forgot to carry/other).

Therefore, I request you to kindly allow me to attend the examination and give me a written approval so that I can give the exam.

I shall be highly obliged for your kind support. I ensure that this would not be repeated, and I will carry the ID card in future exams.

Thanking you,

**Signature of Examinee**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration No.\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Course Coordinator/HoD**

Name of Course Coordinator/HoD: Dr./Prof.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_