



To  
The Officer In Charge

.....Police Station  
Kolkata – PIN.....

Date: .....

**SUB: Police Diary for Loss of College Documents**

Dear Sir/Madam,

This is to inform you that while travelling I've lost my several college documents along with college identity card and books. Details are as follows

Name .....

Department.....

College Identity Card number.....

Session.....

So, sir/madam, I shall be highly obliged if you kindly look into this matter and make a General Diary note about this loss.

Please do the needful and oblige.

Yours faithfully

.....  
(Full signature of the student)