

Date: _____

To

Regional Director
IGNOU Regional Centre Noida
Plot No. 88, Village-Tusyana, Knowledge Park 5,
Greater Noida, Gautam Buddha Nagar (U.P.) - 201306

Subject: Issuing of IGNOU Student ID card.

My Name is _____ bearing Enrolment Number/ Control
Number _____ Programme Code _____. I am unable
to download my ID Card. I request you to please issue me the same and send it on
my Email (in Capital Letters) _____.
I have Enclosed a copy of my valid Govt. ID Proof. Aadhar/PAN/Voter
ID/Licence/Passport.

Please consider my request as soon as possible.

(Signature of Student)

Student Name: _____

Address: _____

Mob. No _____

Email ID: _____