

# Lost Permit Report

Date: [Insert Date]

To Whom It May Concern,

I am writing to report the loss of my permit, which was issued on [Insert Issue Date] under the name [Your Name] with the permit number [Permit Number].

I discovered that my permit was missing on [Insert Date Lost] and have searched thoroughly in all possible locations. I suspect that it may have been lost during [Insert Circumstances of Loss].

To the best of my knowledge, I have not shared my permit with anyone, and I am concerned about the potential misuse of the document.

I kindly request your assistance in reissuing my permit. I understand that there may be fees or forms required to process this request, and I am prepared to comply with any necessary steps.

Thank you for your prompt attention to this matter. I can be reached at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]