

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Passport Office Address]

[City, State, Zip Code]

Subject: Endorsement for Lost Passport Issuance

To Whom It May Concern,

I am writing to formally endorse the application for a replacement passport for [Name of Applicant], who has unfortunately lost their passport. [He/She/They] has been a reliable [friend/colleague/family member] and I can attest to [his/her/their] identity and the necessity of obtaining a new passport for upcoming travel plans.

Details of the lost passport are as follows:

- Name: [Full Name]
- Date of Birth: [DOB]
- Date of Loss: [Date of Loss]

I kindly request that you expedite the process for the replacement of [his/her/their] passport. Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Signature]