

# Embassy of [Country]

[Embassy Address]

[City, Zip Code]

[Date]

To Whom It May Concern,

I, [Your Full Name], born on [Date of Birth], with nationality [Your Nationality], am writing to formally declare the loss of my passport.

Details of the lost passport:

- Passport Number: [Your Passport Number]
- Date of Issue: [Date of Issue]
- Place of Issue: [Place of Issue]

The passport was lost on [Date of Loss] in [Location of Loss]. I have reported this incident to the local authorities, and a copy of the police report is attached for your reference.

I kindly request your assistance in issuing a new passport for my travel purposes. I have upcoming travel plans, with a departure on [Departure Date] and a return on [Return Date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Full Name]

[Your Contact Information]

[Your Address]