

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

This letter serves to notify the relevant authorities regarding the theft of my passport, which occurred on [Date of Theft]. My name is [Your Full Name], and my passport number is [Passport Number].

The incident took place in [Location/City] and has been reported to the local police. The police report number is [Report Number]. I kindly request your assistance in the process of obtaining a replacement passport and any additional documentation required to mitigate the consequences of this theft.

Thank you for your attention and support in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]