

Formal Report of Lost Passport

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

The Consulate General

[Embassy Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally report the loss of my passport. My name is [Your Full Name], and the details of my passport are as follows:

- Passport Number: [Insert Passport Number]
- Date of Issue: [Insert Date of Issue]
- Date of Expiry: [Insert Date of Expiry]

The passport was lost on [Date of Loss] in [Location of Loss]. Despite my efforts to locate it, I have been unable to recover it. I have taken the necessary steps to report the loss to local authorities.

In light of this situation, I kindly request your guidance on the process for obtaining a replacement passport. I am prepared to provide any additional information or documentation required to facilitate this request.

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

Sincerely,

[Your Name]