

# Urgent Passport Loss Notification

Date: [Insert Date]

To: [Embassy Name]

Address: [Embassy Address]

Subject: Urgent Notification of Lost Passport

Dear Sir/Madam,

I am writing to formally notify you that I have lost my passport (Passport Number: [Insert Passport Number]) on [Insert Date of Loss]. I have searched thoroughly for the document but have been unable to locate it. I believe it may have been lost in [Insert Location if known].

This passport is crucial for my travel plans, and I kindly request your assistance in addressing this matter as urgently as possible. I would appreciate guidance on the next steps to take regarding reporting the loss and applying for a replacement passport.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address]