

Embassy of [Your Country]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Consulate General of [Your Country]

[Consulate Address]

[City, State, Zip Code]

Subject: Lost Passport Renewal Request

Dear Sir/Madam,

I am writing to formally request the renewal of my lost passport. My name is [Your Full Name], and my passport number was [Your Passport Number]. It was lost on [Date of Loss] while I was [briefly explain circumstances, e.g., traveling, at home, etc.].

I have attached a copy of my identification, a police report regarding the loss, and any other required documents for your reference. I kindly ask for your assistance in processing my request as soon as possible.

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

Sincerely,

[Your Name]