

# Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

## To Whom It May Concern,

I, [Your Full Name], am writing to formally report the loss of my identification card. The details are as follows:

**Full Name:** [Your Full Name]

**Date of Birth:** [Your Date of Birth]

**Identification Card Number:** [Your ID Card Number]

**Place of Issuance:** [Place of Issuance]

**Date of Loss:** [Date of Loss]

**Last Known Location:** [Location where card was lost]

I kindly request your assistance in issuing a replacement identification card, and I am willing to provide any necessary documents or information needed for this process.

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]