

# Embassy of [Country Name]

Date: [Insert Date]

To Whom It May Concern,

This letter is to formally notify you that [Full Name], holding passport number [Passport Number], has reported their passport lost. The passport was last seen on [Date of Loss] in [Location of Loss].

[Full Name] has taken the necessary steps to report this loss to the local authorities and is requesting assistance with the reissuance of their passport.

For any further inquiries or assistance regarding this matter, please do not hesitate to contact the embassy at [Embassy Contact Information].

Sincerely,

[Embassy Official Name]

[Title]

Embassy of [Country Name]