

# Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

This letter is to confirm that [Traveler's Full Name], a citizen of [Traveler's Country], has reported the loss of personal belongings while traveling in [Location]. The lost items include:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

[Traveler's Full Name] can be contacted for further information at [Traveler's Phone Number] or [Traveler's Email Address]. We kindly request your assistance in locating and recovering these belongings.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

Embassy of [Country]