

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

Subject: Report of Lost Property

To Whom It May Concern,

I am writing to formally report the loss of my property which occurred on [date of loss] in [location of loss]. The item that has been lost is described as follows:

- Item: [Description of the item]
- Color: [Color of the item]
- Brand: [Brand name, if applicable]
- Estimated Value: [Value of the item]
- Any Identifying Features: [Serial numbers, etc.]

I believe that the property was lost during [brief explanation of the situation]. I have taken the liberty of reporting this loss to the local authorities, but I am also seeking assistance from the embassy regarding any further steps I should take.

Thank you for your attention to this matter. I look forward to your prompt response and any assistance you can provide in helping me recover my property.

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Contact Information]