

# Embassy of [Your Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

Subject: Report of Lost Visa Documents

To Whom It May Concern,

I am writing to report the loss of my visa documents, which occurred on [date of loss]. The details of the lost documents are as follows:

- Type of Document: [E.g., Visa, passport]
- Document Number: [Number]
- Date of Issue: [Date]
- Issued By: [Issuing Authority]

I have taken necessary steps to locate the documents but have been unsuccessful. I kindly request your assistance in reissuing my lost visa documents.

Please find attached copies of my identification and any other relevant documents for your review.

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

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]