

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

I am writing to formally report the loss of my important documents.

The details of the misplaced papers are as follows:

- Type of Document: [Passport/Application/Other]
- Document Number: [Document Number]
- Date of Issue: [Date]
- Last Known Location: [Location]

I kindly request your assistance in this matter and would appreciate any guidance on the steps I need to take next. Please let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]