

Embassy of [Country Name]

[Date]

To Whom It May Concern,

I am writing to formally report the loss of my travel documents while traveling in [City/Country]. The details are as follows:

- **Name:** [Your Full Name]
- **Nationality:** [Your Nationality]
- **Passport Number:** [Your Passport Number]
- **Date of Birth:** [Your Date of Birth]
- **Date of Loss:** [Date of Loss]
- **Location of Loss:** [Location of Loss]

I kindly ask for your assistance in the matter and seek guidance on the next steps for obtaining a replacement or emergency travel documents.

Thank you for your attention to this urgent matter.

Sincerely,

[Your Name]

[Your Contact Information]