

# Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

## Subject: Report of Theft of Personal Items

To Whom It May Concern,

I am writing to formally report the theft of my personal items that occurred on [Date of Theft] in [Location of Theft]. The details of the incident are as follows:

- **Description of Items Stolen:** [List of stolen items with descriptions including brand, model, and other identifiers]
- **Time and Date of Incident:** [Time and Date]
- **Location of the Incident:** [Exact location]
- **Witnesses (if any):** [Names and contact information of witnesses]

I have reported the incident to the local authorities and obtained a police report, which I have attached for your reference. I would kindly request the embassy's assistance with the process of replacing important documents and any other support that may be available.

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

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email Address]