

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

I am writing to formally request the reissue of my identity card that was issued by the Embassy of [Country Name]. My personal details are as follows:

Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Passport Number: [Your Passport Number]

Identification Card Number: [Your ID Number]

Contact Information: [Your Phone Number, Email Address]

The original identity card was [state reason for reissue: lost, damaged, expired, etc.]. I have attached copies of relevant documents for your reference, including a copy of my passport and any other required identification documents.

I kindly request your assistance in this matter and look forward to receiving the reissued identity card at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]