

Embassy of [Country]

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your application for the renewal of your embassy identity card has been successfully processed. Your new identity card will be ready for collection from our office starting [insert collection date].

Please bring your current identity card and any necessary documents for verification at the time of collection.

Thank you for your attention to this matter. If you have any questions or require further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

Embassy of [Country]

[Embassy Contact Information]