

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

U.S. Embassy  
[Embassy Address]  
[City, Country]

Subject: Request for Travel Document

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request a travel document due to [briefly explain your situation, e.g., loss of passport, urgent travel need, etc.].

I am a U.S. citizen and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Passport Number (if applicable): [Your Passport Number]

[Provide any relevant details about your travel needs or reasons for the request.]

I have attached the necessary documents to support my request, including [list any attached documents, e.g., identification, proof of citizenship, travel itinerary, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]