

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

Department of Foreign Affairs (DFA)
[Office/Branch Name]
[Office Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for Replacement of Lost Passport

I am writing to formally request the replacement of my lost passport. 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 known): [Your Passport Number]
- Date of Loss: [Date Passport Was Lost]

I have enclosed the necessary documents, including a police report regarding the loss, a copy of my valid ID, and any additional requirements as specified by your office.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

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