

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

Dear Sir/Madam,

Subject: Request for Emergency Assistance

I hope this letter finds you well. I am writing to formally request assistance from the [Embassy Name] due to an emergency situation I am currently facing.

I am a citizen of [Your Country] residing in [Location], and I am facing [briefly explain your emergency situation, e.g., loss of passport, medical emergency, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

I kindly request your support in [clearly state the assistance you need, e.g., issuing a temporary passport, emergency funds, etc.]. I have attached all relevant documents, including [list any attached documents, e.g., a copy of my lost passport, police report, etc.], to aid in the processing of my request.

Thank you for your immediate attention to this matter. I would appreciate your prompt response, as my situation is urgent.

Sincerely,

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