

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

[Recipient's Name]  
[Passport Issuing Authority]  
[Authority Address]  
[City, State, ZIP Code]

Subject: Report of Lost Passport

Dear [Recipient's Name],

I am writing to formally report the loss of my passport. The details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Date of Loss: [Date you lost the passport]
- Circumstances of Loss: [Briefly explain how the passport was lost]

I would appreciate your assistance in guiding me through the process of obtaining a replacement passport. Please let me know if any further information or documentation is required from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]