

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

[Passport Issuing Authority Name]
[Passport Office Address]
[City, State, Zip Code]

Subject: Application for Lost Passport

Dear [Passport Officer's Name or "To Whom It May Concern"],
I am writing to formally report the loss of my passport and to request the issuance of a new one. My passport details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Lost Passport Number]
- Date of Issue: [Date of Issuance]
- Expiration Date: [Expiration Date]

I lost my passport on [Date of Loss] while [brief explanation of how you lost it, e.g., traveling, misplaced]. I have taken necessary steps to ensure its safety and have searched extensively without success.

I have also attached copies of necessary documents, including:

1. [List any supporting documents, e.g., police report, ID, application form]
2. [Any additional required forms]

I kindly request your assistance in processing my application for a new passport at your earliest convenience. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

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