

From  
abc... (Applicant Name)  
xyz ...(your contact address)  
120012...(your contact mobile number/Phone number)  
Abc@your.mail...(your e-mail id.

Date.\_\_\_\_\_

To,  
The Police Officer In charge  
Address ( Local Police station)

Respected Sir,

Sub. : Loss of my ORIGINAL \_\_\_\_\_(mention your lost document name and Number)

While travelling from \_\_\_\_\_(place) to \_\_\_\_\_(place) by bus/ train/ walk I have lost my Original \_\_\_\_\_ bearing No. \_\_\_\_\_ along with (name other documents if any) some where. (If you have any idea or chance of loss at an approximate area, you can mention the same in your application). Sir, to avoid any misuse of my above \_\_\_\_\_ I seek your help and request you to kindly register my F.I.R in the subject matter.

For your ready reference I enclose herewith

(a) copy of lost \_\_\_\_\_

(b) copy of \_\_\_\_\_ as I.D proof.

Hope you will do the needful favourably at the earliest.

Thanks and regards

Yours Sincerely

\_\_\_\_\_(your signature)

\_\_\_\_\_(your Name)