

GENERAL WRITING TASK 1

7. You have recently travelled abroad and lost your passport. Write a letter to the embassy explaining the situation and requesting assistance.

[Your Name]
[Your Address]
[City, Country]
[Date]

[Embassy's Name]
[Embassy's Address]
[City, Country]

Subject: Request for Assistance - Lost Passport

Dear Sir/Madam,

This letter is hoping that you are doing well. In this letter, I would want to inform you of a troubling circumstance that occurred during my most recent vacation to [responsible place]. Due to the unfortunate fact that I misplaced my passport on [date], I am currently in need of your assistance in order to sort out this situation.

I have included a copy of my police report, which provides a comprehensive account of the events that led to the loss. As someone who is aware of the gravity of the situation, I am prepared to comply with any and all procedures that are necessary in order to acquire a replacement passport.

Regarding the procedures that I ought to do in order to fix this situation as quickly as possible, I sincerely beg your help. Your aid in overcoming this difficult circumstance is valued and appreciated very much.

I am grateful that you have given this topic your attention.

Sincerely,
[Your Name]