

# Essential Templates for Loss Application Documents

This document provides sample templates commonly required for loss application processes. Adapt details as per your actual requirements and organization policies.

## 1. Loss Application Letter Template

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To,

[Recipient's Name/Designation]

[Organization Name]

[Office Address]

Subject: Application for Reporting Loss of [Item/Document]

Dear [Recipient's Name/Designation],

I wish to formally report the loss of my [specify item/document, e.g., ID card, certificate, baggage] on [mention date and place]. I discovered that the item was missing on [mention date], and I have made thorough efforts to locate it but have been unsuccessful.

Kindly guide me regarding the process to report and apply for a replacement/new issuance. The relevant details are as follows:

- **Item lost:** [Specify]
- **Date of loss:** [Specify]
- **Location of loss:** [Specify if known]
- **Any identification number (if any):** [Specify]

I request you to kindly consider my application and advise on the next steps.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

## 2. Loss Report Format

1. **Name of Applicant:** \_\_\_\_\_

2. **Contact Number:** \_\_\_\_\_

3. **Date of Loss:** \_\_\_\_\_
4. **Lost Item/Document:** \_\_\_\_\_
5. **Description:** \_\_\_\_\_
6. **Place of Loss:** \_\_\_\_\_
7. **Details of Circumstances:** \_\_\_\_\_
8. **Action Taken:** \_\_\_\_\_
9. **Signature:** \_\_\_\_\_
10. **Date:** \_\_\_\_\_

### 3. Affidavit of Loss Template

#### AFFIDAVIT OF LOSS

I, [Full Name], of legal age, residing at [Address], hereby solemnly affirm and state that:

1. I am the lawful owner/holder of [lost document/item].
2. On or about [date], I discovered that the said [item/document] was missing while [brief explanation of loss].
3. Efforts to locate and retrieve the said [item/document] have been fruitless.
4. This affidavit is executed to attest to the loss and to comply with the requirements for issuance of a replacement.

IN WITNESS WHEREOF, I have hereunto set my hand this [date] at [place].

[Signature Line]

[Name of Affiant]

### Important Notes

- Ensure all details are accurate and true to the best of your knowledge to avoid any discrepancies.
- Attach supporting documents (e.g., ID proof, previous copies, police report if required) as per authority guidelines.
- Keep copies of all documents submitted for your records.
- Follow up with the concerned authority if you do not receive a timely response.