**To, Date: --/--/----**
The SHO,
[Name of Police Station],
[Address],
[City].

**Subject:** Request for lodging an FIR regarding loss of mobile phone.

**Respected Sir/Madam,**

I would like to inform you that I have lost my mobile phone on [date] at around [time]. The incident occurred at/near [mention exact place, e.g., "market area near ABC mall", "bus stop at XYZ road", etc.].

The details of my lost mobile phone are as follows:

* **Brand:** [e.g., Samsung, Apple, Xiaomi, etc.]
* **Model:** [e.g., Galaxy S21, iPhone 13, etc.]
* **Color:** [e.g., Black, Blue, etc.]
* **IMEI Number:** [Mention IMEI number — very important]
* **SIM Number:** [e.g., 1233 2363 3236 2363 ]
* **Mobile Number:** [Your mobile number used in that phone]

I have tried my best to locate the device but was unable to find it. I request you to kindly lodge an FIR for my lost mobile phone and take necessary action.

I also request you to provide me with a copy of the FIR or acknowledgment, which I need to block the SIM card and for further formalities with the mobile service provider and insurance (if applicable).

**Thanking you,**

**Yours sincerely,**
[Your Name]
[Your Address]
[Your Contact Number]
[Your Email ID, if any]
[Signature]