

From:

.....,  
.....,  
.....,

Date :    /    /20

To,  
The Police Inspector,  
..... Police Station,  
....., Goa.

**Sub.: Issue of Missing Report of Ration Card/Voting Card/  
Mobile.**

Respected Sir,

I, the undersigned, Shri/Smt. ...., Major of age, resident of ....., have to request you as under:-

This is while travelling from ..... to ..... at ..... on ..... my Ration Card/Voting Card/Mobile No. .... stand lost/misplace by me and the same is not found till date.

I therefore lodge my complaint against the lost of above document and kindly requesting you to issue the necessary missing report. That the said Missing Report is required to me for producing the same in the office the ..... for getting Duplicate documents/report.

Thanking you.

Yours faithfully,

(.....)

From:

.....,  
.....,  
.....,

Date: .....

To,  
The Police Inspector,  
..... Police Station,  
....., Goa.

**Sub.: Issue of Missing Report.**

Respected Sir,

I, the undersigned, Shri/Smt. (Full Name) .....  
....., age: ....., Occupation ....., resident of  
(Full Address) ....., have to  
request you as under:-

That my below mentioned Documents lost/misplaced at Home/  
office/other place while travelling from ..... to ..... at  
..... on ..... by: ..... and till date not found.

1. I found lost/misplaced my following documents/articles :
2. Driving Licence/Learning Licence                      No. ....
3. R.C. Book    No. ....
4. ATM Card    No. ....
5. Passport    No. ....
6. Ration Card    No. ....
7. Election Identity Card                                      No. ....
8. Mobile Phone/EMI/SIM                                      No. ....
9. Pass Book    A/c. No. ....
10. PAN Card    No. ....
11. Smart Card    No. ....
12. and Other Documents                                      No. ....

I, therefore lodge my complaint against the lost of above document and kindly requesting you to issue the necessary missing report. That the said Missing Report is required to me for producing in office the ..... for getting Duplicate documents/report.

Thanking you.

Yours faithfully,

(.....)

# CERTIFICATE

That on ...../...../20..... One Shri/Smt/Miss. ....  
....., r/o. ....  
appeared at \_\_\_\_\_ Police Station and lodged his missing report to the effect that  
on     /     /20     at     hrs., while he/she was traveling from .....  
to ..... and when reached at .....  
he/she found lost his/her following articles/Documents.

1. ....
2. ....
3. ....
4. ....
5. ....

And not traced till date.

In this connection vide \_\_\_\_\_ PS Missing Article No. ..../12  
dated ...../...../20     vide SDE No.     /13 stand registered and further  
inquiry is in progress.

This certificate is issued at the request of the Shri. Smt. Miss. ....  
..... r/o. ....  
to produce before concern authority.

Date :     /     /20

Place : \_\_\_\_\_ P. S.

**Police Inspector**  
\_\_\_\_\_ **Police Station**