

[Today's date]

**Embassy/Consulate of the People's Republic of China  
Consular Section**

Re: I lost my previous Chinese visa

To whom it may concern,

I [name of applicant], am unable to locate the passport which contained my previous Chinese visa.

[ To the best of your ability, please provide details about the passport where previous Chinese visa was issued, which Embassy/Consulate issued your visa, your past trip to China using the previous visa (when & where), your purpose of visit using the previous visa (tourism or other) ]

Please reach me should you have any questions or concerns at [phone number and/or email].

Thank you,

*applicant's signature*

[Applicant's name]