

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

U.S. Embassy [or Consulate]  
[Embassy/Consulate Address]  
[City, Country, Zip Code]  
Subject: Request for Passport Renewal

Dear Sir/Madam,

I am writing to request the renewal of my U.S. passport. Below are my details:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Passport Number: [Your Current Passport Number]  
Date of Issue: [Date of Issue of Your Current Passport]  
Date of Expiration: [Date of Expiration of Your Current Passport]  
Enclosed with this letter are the following documents:

1. Completed Form DS-82 (Application for a U.S. Passport by Mail)
2. Recent passport photo
3. Payment for renewal fee (check/money order)
4. My current passport (for processing)
5. [Any additional required documents]

I appreciate your attention to this matter and look forward to receiving my renewed passport at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]