

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of BNO Passport Application

I hope this letter finds you well.

I am writing to confirm the submission of my British National (Overseas) passport application. My application reference number is [Your Application Reference Number].

As per the guidelines, I have provided all necessary documents, including [list any key documents or information you included, e.g., identification, proof of nationality, etc.].

Please let me know if any further information or documentation is required to process my application. I appreciate your assistance in this matter and look forward to your confirmation.

Thank you for your attention.

Sincerely,
[Your Name]