

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

Dear [Recipient's Name],

Subject: Application for BNO Passport

I am writing to formally submit my application for a British National (Overseas) passport. As a holder of a BNO status, I believe that obtaining this passport is essential for my future travel and residency options.

Enclosed with this letter, you will find the following documents to support my application:

1. Completed BNO passport application form
2. Proof of BNO status (e.g., BNO Certificate)
3. Identification documents (e.g., birth certificate, ID card, etc.)
4. Passport-sized photographs
5. Any additional documents as required

I kindly request that you process my application at your earliest convenience. Please feel free to contact me if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]