

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Office/Organization Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Application for BNO Passport

I am writing to formally request the issuance of a British National (Overseas) passport. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Current Nationality: [Your Current Nationality]
- BNO Reference Number (if applicable): [Your BNO Reference Number]

Enclosed with this letter are the necessary documents including:

1. Completed application form
2. Proof of BNO status (e.g., BNO birth certificate, UK visa)
3. Recent passport-sized photographs
4. Any additional supporting documents (e.g., address proof, identity verification)

I understand the responsibilities and privileges associated with a BNO passport and I assure you that all the information provided is accurate to the best of my knowledge. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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