

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

Consulate General of [Country's Name]  
[Consulate Address]  
[City, Postal Code]

Dear Sir/Madam,

Subject: Application for Renewal of British National (Overseas) Passport

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

- Surname: [Your Surname]
- Forename(s): [Your Forename(s)]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Expiry Date: [Passport Expiry Date]

I have attached the required documents for the renewal process, including:

1. Completed passport application form
2. Recent passport-sized photographs
3. Copy of my current BNO passport
4. [Any other relevant documents]

I appreciate your assistance with this matter and kindly request confirmation of receipt of this letter and my application documents.

Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]