

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title/Department]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient Name/Title],

Subject: Request for British National (Overseas) Passport

I am writing to formally request the issuance of a British National (Overseas) passport. I am a [your nationality] citizen and meet the eligibility criteria for applying for this passport.

[Briefly explain your reason for applying and any relevant information, such as your connection to Hong Kong, residency status, or previous passport details.]

Enclosed, please find the required documents to support my application, including:

1. [List of documents, e.g., proof of identity, proof of British National (Overseas) status]
2. [Any other relevant documents]

I kindly ask you to process my request at your earliest convenience. Please let me know if you require any further information or documentation.

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]