

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

[Recipient's Name]  
[Recipient's Title]  
[Passport Processing Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding BNO Passport Processing

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my BNO passport application submitted on [date of application submission].

My application reference number is [insert reference number]. I would greatly appreciate any updates you can provide regarding its current status and the estimated processing time.

Should you require any additional information or documents to assist with my inquiry, please do not hesitate to reach out.

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

Sincerely,  
[Your Name]