

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

Subject: Minor Passport Application for [Child's Full Name]

Dear [Passport Office or Specific Person's Name],  
I am writing to apply for a passport on behalf of my child, [Child's Full Name], who was born on [Child's Date of Birth]. I have included all required documents to support this application.

The following documents are enclosed:

1. Completed passport application form (DS-11)
2. Child's birth certificate
3. Parent's identification (copy of my driver's license)
4. Passport-sized photographs of [Child's Full Name]
5. Payment for the application fee

As [Child's Full Name] is a minor, I confirm that both parents/guardians are providing consent for this application. [Include any additional information about consent if necessary.]

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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