

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

[Passport Office Address]
[City, State, Zip Code]

Subject: Application for Child Passport

Dear Sir/Madam,

I am writing to apply for a passport for my child, [Child's Full Name], who was born on [Child's Date of Birth]. We plan to travel to [Destination] on [Travel Dates], and a passport is required for this trip.

Enclosed with this letter are the required documents:

1. Completed passport application form
2. Child's birth certificate
3. Parent/Guardian identification copies
4. Passport photos of the child
5. Payment for application fee

Please feel free to contact me if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Relationship to Child]