

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

Dear Sir/Madam,

I am writing to formally apply for a passport for my child, [Child's Full Name], who was born on [Child's Date of Birth]. I understand that having a passport is essential for travel and identification purposes.

Enclosed with this letter, please find the following documents to support our application:

1. Completed passport application form (DS-11)
2. [Child's Full Name]'s birth certificate (copy)
3. Two passport-sized photographs of [Child's Full Name]
4. Parent/Guardian identification (copies)
5. Payment for the passport fee (check/money order)

We would appreciate your prompt attention to this application, and please let us know if any further information is needed.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Relationship to the Child]