

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

[Passport Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Minor Passport Application

Dear Sir/Madam,

I am writing to request a passport for my minor child, [Child's Full Name], who was born on [Child's Date of Birth]. We are planning to travel to [Destination] on [Travel Date], and we need to obtain his/her passport as soon as possible.

Enclosed are the documents required for the application:

1. Completed passport application form (DS-11)
2. Child's birth certificate
3. A government-issued photo ID of both parents/legal guardians
4. Passport-size photographs of my child
5. Payment for the passport fees

Please let me know if you require any further information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to Minor, e.g., Parent or Legal Guardian]