

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

Passport Services

[Address of the Passport Processing Center]
[City, State, Zip Code]

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

Dear Passport Services Team,

I am writing to formally request the expedited processing of my child's passport application. My child, [Child's Full Name], was born on [Child's Date of Birth] and is applying for their first passport. Due to [reason for expedited request, e.g., upcoming travel plans, medical emergency, etc.], we kindly ask for your assistance in expediting this process. The application was submitted on [Date of Application Submission], and the confirmation number is [Application Confirmation Number]. We understand the importance of proper processing times; however, due to the circumstances mentioned, we are in urgent need of the passport by [Date Needed].

Enclosed, please find the following documents to support our request:

1. Completed passport application form
2. Proof of identity and citizenship for [Child's Full Name]
3. [Any additional documentation that supports the expedited request]
4. Payment for expedited service

Thank you for your attention to this matter. We appreciate your understanding and assistance in ensuring that [Child's Full Name] receives their passport in time for our upcoming travel.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]