

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

[Recipient's Name]
[Recipient's Title]
[Passport Issuing Authority]
[Address]
[City, State, Zip Code]

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

Dear [Recipient's Name],

I am writing to request the renewal of my child's passport. The details are as follows:

Child's Full Name: [Child's Full Name]

Date of Birth: [Child's Date of Birth]

Passport Number: [Child's Passport Number]

Date of Expiration: [Expiration Date]

Enclosed are the required documents:

1. Completed application form
2. Recent passport-sized photographs
3. Payment for renewal fee
4. Copy of the current passport

Please let me know if any additional information or documents are needed.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]
[Relationship to Child]