

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

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

Subject: Application for Child Passport

Dear [Passport Office/Agency Name],

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 are planning to travel to [Destination] and require a passport for [his/her/their] journey.

Please find enclosed the necessary documents, including:

1. Completed passport application form (Form DS-11)
2. Child's birth certificate (original and copy)
3. Passport photos (2)
4. [Any additional documents required]

I understand the importance of this application and have ensured that all information provided is accurate and complete.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Relationship to Child]