

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

Subject: Request for Passport Application for Minor

Dear [Passport Office/Specific Name],

I am writing to request the issuance of a passport for my minor child,
[Child's Name], who was born on [Child's Date of Birth].

As the parent/legal guardian, I am submitting the necessary documentation
required for the application process. Please find enclosed:

- Completed passport application form
- Proof of guardianship (birth certificate, custody papers, etc.)
- Two recent passport-sized photographs of [Child's Name]
- Payment for passport fees

We would like to expedite the process as we have planned upcoming travel
on [Travel Dates]. Your assistance in this matter would be greatly
appreciated.

Thank you for your attention to this request. Please feel free to contact
me at [your phone number] or [your email] should you require any further
information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]