

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

Passport Acceptance Facility

[Facility Name or Address]
[City, State, Zip Code]

Subject: Application for Passport for Minor Child

Dear [Passport Acceptance Agent/Official's Name],
I am writing to submit an application for a passport for my child,
[Child's Full Name], who was born on [Child's Date of Birth].
Please find enclosed the following documents required for the passport
application:

1. Completed Form DS-11
2. Proof of U.S. Citizenship (e.g., Birth Certificate)
3. Proof of Parental Relationship (e.g., Birth Certificate)
4. Identification for Parents/Guardians (e.g., Driver's License)
5. Recent Passport Photo of [Child's Name]
6. Payment for the application fee (check or money order)

Additionally, both parents/guardians will be present to provide consent
for this application, as required.

Thank you for your attention to this matter. Should you need any further
information or documentation, please do not hesitate to contact me at
[Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Child]