

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

Subject: Passport Application for Minor Child

Dear Sir/Madam,

I am writing to formally apply for a passport for my child, [Child's Full Name], who is currently under the age of 16. Please find the details of the application below:

- \*\*Child's Full Name:\*\* [Child's Full Name]
- \*\*Date of Birth:\*\* [Child's Date of Birth]
- \*\*Place of Birth:\*\* [Child's Place of Birth]
- \*\*Parents' Names:\*\* [Your Full Name] and [Other Parent's Full Name]

Enclosed with this letter are the following documents required for the passport application:

1. Completed passport application form (DS-11)
2. One passport-sized photograph of [Child's Full Name]
3. Proof of [Child's Full Name] citizenship (e.g., birth certificate)
4. Parent/Guardian consent form signed by both parents
5. Valid identification of parents (e.g., copies of passports or driver's licenses)
6. Payment receipt for application fee

Please let me know if any additional information or documents are required. Thank you for your assistance in this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]