

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Passport Office Name]  
[Passport Office Address]  
[City, State, ZIP Code]

Subject: Verification of Child's Passport Application

Dear [Passport Office Official's Name],

I am writing to verify the passport application for my child, [Child's Full Name], born on [Child's Date of Birth].

I have enclosed the necessary documents for your review, including:

1. Copy of our child's birth certificate
2. Completed passport application form
3. Identification documents for both parents/guardians
4. Recent passport-sized photographs of [Child's Full Name]

Please let me know if any additional information is required. I appreciate your assistance in this matter.

Thank you for your attention to this application.

Sincerely,

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