

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Passport Office Address]
[City, State, ZIP Code]
Subject: Passport Application for Minor
Dear [Passport Officer's Name],
I am writing to apply for a passport for my child, [Child's Full Name],
who is a minor.
Child's Information:
- Full Name: [Child's Full Name]
- Date of Birth: [DD/MM/YYYY]
- Place of Birth: [City, State]
I have included all required documents:
1. Completed application form
2. Proof of citizenship
3. Parent/guardian identification
4. Passport photo
Please let me know if you require any additional information.
Thank you for your assistance.
Sincerely,
[Your Signature]
[Your Printed Name]
[Relationship to Minor]
[Phone Number]