

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

[Recipient's Name]  
[Department of Foreign Affairs]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for [specific service, e.g., a passport, visa, etc.] at the Department of Foreign Affairs.

I am a resident of [Your City/Country] and am seeking [reason for application and any relevant details, e.g., "to travel for business," "to visit family," etc.]. My intended travel dates are [insert travel dates]. Enclosed with this letter are the necessary documents to support my application, including:

1. [List of required documents, e.g., application form, identification, etc.]
2. [Additional documents if applicable]
3. [Any other relevant information]

I appreciate your attention to my application and am hopeful for a positive response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your assistance.

Sincerely,  
[Your Name]