

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

[Department of Foreign Affairs]  
[Office Address]  
[City, State, Zip Code]

Subject: Application for Passport Renewal

Dear [Recipient's Name / Sir/Madam],

I am writing to formally request the renewal of my passport, which is set to expire on [Expiration Date]. My current passport number is [Passport Number], and it was issued on [Date of Issue].

I have enclosed the following documents to support my application:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Copy of my current passport
4. [Any additional documents, if required]

Please inform me if there are any further requirements or if you need additional information. I appreciate your assistance in processing my application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]