

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department of Foreign Affairs]
[Office/Unit Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for [specific application type, e.g., passport renewal, visa application] with the Department of Foreign Affairs.

I am [brief introduction of yourself, including your nationality and relevant details]. I have enclosed the necessary documents as required for the application process. These documents include:

- [List of required documents, e.g., application form, identification, photos]
- [Additional documents, if applicable]

I am aware of the processing times and am committed to following up as needed. Please feel free to contact me via [your phone number/email] should you require any further information.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]