

[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],

Subject: Application for [Specify the Purpose, e.g., Passport, Visa, etc.]

I hope this letter finds you well. I am writing to formally apply for [specific application, e.g., a passport, visa] as I intend to [briefly explain the reason, e.g., travel, work abroad].

In support of my application, I have enclosed the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request that you process my application at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]