

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

Department of Foreign Affairs

[Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for [Type of Service/Application]

I am writing to formally apply for [specific service, e.g., passport renewal, authentication, etc.] at the Department of Foreign Affairs. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Full Address]
- Contact Number: [Your Contact Number]
- Email Address: [Your Email Address]

Enclosed with this letter are the necessary documents required for the application, including:

1. [List of documents, e.g., application form, ID copies, payment receipt, etc.]
2. [Additional documents, if any]

I kindly request to process my application at your earliest convenience. Should you require any further information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

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