

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

Subject: Submission of Travel Document Application

Dear Sir/Madam,

I am writing to submit my application for a travel document. Please find enclosed the required documents for your consideration:

1. Completed application form
2. Passport-sized photographs
3. Proof of citizenship/residency
4. [Any additional documents]

I kindly request that you process my application at your earliest convenience, as I have upcoming travel plans. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]