

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Passport Office or Relevant Authority]
[Office Address]
[City, State, Zip Code]

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

Subject: Application for EU Passport

I am writing to formally apply for an EU passport. I am a [your nationality] citizen currently residing in [your current country of residence].

Please find enclosed the following documents required for my application:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity (copy of national ID or previous passport)
4. Proof of citizenship (birth certificate or naturalization certificate)
5. Proof of residence (utility bill, lease agreement, etc.)
6. Payment receipt for the application fee

I would appreciate your prompt attention to my application. Please do not hesitate to contact me at [your phone number] or [your email address] if you require any further information or clarification.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]