

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Passport Office/Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Passport Officer/Title],

Subject: Application for Passport Issuance

I am writing to formally request the issuance of my passport. I have completed all necessary application forms and enclosed the required documents for your review.

Please find the following documents attached:

1. Completed passport application form
2. Proof of citizenship (Birth certificate/ Naturalization certificate)
3. Recent passport-sized photographs
4. Identification document (Driver's license/ID card)
5. Payment receipt for passport fee

As per your guidelines, my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]

I kindly request that my application be processed in a timely manner.

Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]