

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

Dear [Recipient Name],

I am writing to formally request the issuance of my passport.

I have enclosed the required documents, which include:

1. Completed passport application form
2. Proof of citizenship (e.g., birth certificate or naturalization certificate)
3. Identification (e.g., driver's license or government-issued ID)
4. Two recent passport photos
5. Payment for the application fee

My full name is [Your Full Name], and my date of birth is [Your Date of Birth].

I appreciate your assistance in processing my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]