

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

Subject: Appeal for Passport Status Inquiry

Dear [Passport Office/Relevant Authority],

I hope this letter finds you well. I am writing to formally request an update regarding the status of my passport application submitted on [application date], with the reference number [application/reference number].

Due to [briefly explain reason for urgency, e.g., upcoming travel plans, family emergency], I kindly ask for your assistance in expediting the processing of my application. I have already provided all necessary documentation and have complied with all requirements as outlined in the application process.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your understanding and assistance.

Sincerely,

[Your Name]