

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

[Passport Office Address]
[City, State, Zip Code]

Subject: Application for New Passport

Dear Sir/Madam,

I am writing to apply for a new passport. Please find the necessary documents attached to this letter.

****Personal Information****

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

****Requested Passport Details****

- Type of Passport: [Regular/Official/Other]
- Passport Size: [Standard]

Enclosed with this letter are:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity
4. Payment for processing fees

I kindly ask that you process my application at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]