

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

Dear [Passport Office or Specific Person's Name],
Subject: Letter of Intent for Passport Processing

I am writing to express my intent to apply for a passport and to initiate the necessary processing steps. I intend to travel [insert reason for travel, e.g., for personal reasons, business, etc.] on [insert intended travel dates], and I understand that obtaining a passport is essential for this journey.

To facilitate the processing of my passport application, I have enclosed the required documents, including:

1. A completed passport application form
2. Two recent passport-sized photographs
3. [List any additional documents, such as proof of citizenship, identification, etc.]

I kindly request your assistance in expediting this process, if possible, due to my travel schedule. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]