

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

Subject: Request for Fast-Track Passport Processing

Dear [Passport Office/Specific Name],

I hope this letter finds you well. I am writing to formally request the fast-track processing of my passport application due to [briefly explain the reason, e.g., urgent travel plans, medical emergency].

I submitted my application on [date of application submission] and my application reference number is [reference number]. The travel date is approaching, with a departure scheduled for [departure date], and I kindly request your assistance in expediting the process, if possible.

Enclosed are copies of my travel itinerary and any other relevant documents for your reference. I appreciate your attention to this matter and any efforts you can make to assist me.

Thank you for your understanding and prompt consideration of my request.

I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]