

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

Subject: Inquiry Regarding Passport Application Status

Dear [Passport Office or Specific Officer's Name],

I am writing to inquire about the status of my passport application, which I submitted on [submission date]. My application reference number is [application number].

I would appreciate any updates you can provide regarding the progress of my application.

Thank you for your assistance.

Sincerely,
[Your Name]