

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

Subject: Request for Passport Photo Verification

Dear [Passport Office Official's Name or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to request the  
verification of my passport photo submitted on [insert submission date]  
as part of my application for a passport.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Application Number: [Your Application Number]

I kindly ask for your assistance in confirming whether my submitted photo  
meets the necessary requirements for passport processing. If there are  
any issues or if a resubmission is needed, please inform me at your  
earliest convenience.

Thank you for your attention to this matter. I look forward to your  
prompt response.

Sincerely,

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