

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
[Passport Office/Agency Name]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the necessary documents related to my passport application. 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 the following documents:

1. [List specific documents required]
2. [Optional: Additional documents or information you might need]

I appreciate your prompt attention to this matter, as I am planning to [briefly explain reason for urgency, if applicable]. Please let me know if there are any forms or fees required to process this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]