

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

[Passport Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Passport Verification Request

Dear Sir/Madam,

I am writing to request the verification of my passport details as part of the application process for [briefly state the purpose, e.g., a visa application, travel, etc.].

My passport details are as follows:

- Passport Number: [Your Passport Number]
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Issued On: [Date of Issue]
- Expiry Date: [Date of Expiry]

I have enclosed [any relevant documents, if applicable] to assist with the verification process. Please let me know if you require any additional information.

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]