

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

[Passport Office Address]  
[City, State, Zip Code]  
Subject: Passport Application

Dear Sir/Madam,

I am writing to apply for a passport for [purpose of travel, e.g., vacation, business trip]. Please find enclosed the necessary documents required for my application, including:

1. Completed passport application form
2. Passport-sized photographs
3. Proof of identity (e.g., driver's license, birth certificate)
4. Payment for the application fee

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]

I kindly request that you process my application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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