

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

Dear [Passport Office or Specific Contact Name],
I am writing to request urgent processing of my passport application,
submitted on [Submission Date], under application number [Application
Number].

Due to [briefly state your reason, e.g., an imminent travel date, family
emergency, job requirement], I kindly ask that you expedite the
processing of my application. My planned travel is on [Travel Date], and
I require my passport by [Urgent Deadline].

I understand the usual processing times and appreciate any assistance you
can provide in this matter. Attached are [any necessary documents, e.g.,
proof of travel, identification].

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

Sincerely,

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