

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

Subject: Application for Passport for Minor

Dear Sir/Madam,

I am writing to apply for a passport on behalf of my child, [Child's Full Name], who is a minor.

Details of the minor:

- Full Name: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- Place of Birth: [City, State, Country]
- Social Security Number: [Optional]

As the parent/legal guardian of [Child's Full Name], I am submitting this application along with the required documents, including:

1. Completed passport application form (DS-11).
2. Proof of U.S. citizenship (e.g., birth certificate).
3. Photocopy of my identification (e.g., driver's license).
4. Passport photo of [Child's Full Name].
5. Payment for the application fee.
6. [Any additional documents required].

I understand that both parents/legal guardians must provide consent for the issuance of a passport for a minor. I have attached the necessary consent forms signed by [Co-parent's Name, if applicable] as well.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information. I look forward to your prompt processing of this application.

Thank you for your attention to this matter.

Sincerely,

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