

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

Dear [Passport Office Name or Recipient's Name],  
I hope this letter finds you well. I am writing to request an expedited processing of my passport application submitted on [Date of Application Submission] with the application number [Your Application Number].  
Due to [briefly explain your urgent reason, e.g., an upcoming trip, family emergency, job requirement], I kindly ask for your assistance in expediting the processing of my application. I have enclosed supporting documents that further outline my situation.  
Thank you for your attention to this matter. I sincerely appreciate any help you can provide and look forward to a prompt response.

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