

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

Subject: Inquiry Regarding Passport Application Delay

Dear [Passport Office Name or Specific Contact Person],
I hope this message finds you well.

I am writing to inquire about the status of my passport application submitted on [Submission Date]. My application reference number is [Your Application Number].

It has been [number of weeks/months] since I submitted my application, and I have not received any updates regarding its status. I am concerned about the delay, as I have upcoming travel plans scheduled for [Travel Dates].

I would appreciate any information regarding the current status of my application and if there are any additional steps I need to take to expedite the process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]