

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

Passport Office  
[Passport Office Address]  
[City, State, Zip Code]  
Subject: Request for Passport Renewal

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is set to expire on [Expiration Date]. My passport number is [Passport Number].

Enclosed are the required documents, including:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Copy of my current passport
4. [Any additional documents, if necessary]

Please let me know if you require any further information. I appreciate your assistance and look forward to your prompt attention to this matter. Thank you for your time.

Sincerely,

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