

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Passport Authority's Name]
[Passport Office/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Passport Renewal

Dear [Passport Authority's Name],

I am writing to formally request the renewal of my passport. My passport details are as follows:

- Passport Number: [Your Passport Number]
- Date of Issue: [Date of Issue]
- Date of Expiry: [Date of Expiry]

Due to [reason for renewal, e.g., expiration, loss, name change], I kindly seek your assistance in processing this renewal. Enclosed are the required documents including:

1. Completed application form
2. Recent passport-sized photographs
3. Proof of identity (e.g., driver's license)
4. Payment for renewal fee

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]