

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

[Passport Office Address]  
[City, State, Zip Code]

Subject: Passport Renewal Application

Dear Sir/Madam,

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

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

Enclosed, please find the required documents for my passport renewal:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Payment for renewal fee (check/money order)
4. [Any additional documents, if necessary]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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