

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

Subject: Request for Passport Renewal

Dear [Passport Officer's Name/To Whom It May Concern],

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

In compliance with the necessary requirements, I have enclosed the following documents for your review:

1. Completed passport renewal application form (Form DS-82)
2. My most recent passport
3. Passport-sized photographs (2)
4. Payment for the renewal fee via [Payment Method]
5. Any other supporting documents (if required)

Please find my contact information above should you need to reach me for any further information or clarification.

I appreciate your attention to my request and look forward to receiving my renewed passport at your earliest convenience.

Thank you for your assistance.

Sincerely,

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