

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

Passport Services

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

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is due to expire on [expiration date]. My passport number is [passport number]. Enclosed are the required documents, including my completed application form, two passport photos, and payment for the renewal fee. Thank you for your attention to this matter. I look forward to receiving my renewed passport soon.

Sincerely,
[Your Name]