

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Passport Processing Office Name]
[Office Address]
[City, State, Zip Code]
Subject: Request for Passport Renewal
Dear Sir/Madam,

I am writing to request the renewal of my United States passport, which is due to expire on [expiration date]. My passport number is [passport number].

The details of my current passport are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]

Enclosed with this letter, please find the following documents required for my passport renewal:

1. Completed passport renewal application form (Form DS-82).
2. My most recent passport photo, which meets the specified requirements.
3. Payment in the form of [payment method, e.g., check or money order] for the renewal fee.
4. Copy of my current passport.

I kindly request that my renewed passport be sent to my address listed above. If there are any additional requirements or if I need to provide further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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