

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

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

Subject: Request for Passport Renewal

Dear Sir/Madam,

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

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

Enclosed are the required documents for the renewal process, including:

1. Completed application form
2. Recent passport-sized photographs
3. Payment for renewal fee
4. Copy of my current passport

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]