

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

[Passport Issuing Authority Name]
[Authority Address]
[City, State, Zip Code]

Dear [Passport Issuing Authority],
Subject: Passport Renewal Application

I am writing to formally request the renewal of my passport, which is set to expire on [expiration date]. My passport number is [passport number], and it was issued on [issue date].

I have attached the necessary documents required for the renewal process, including:

1. Application form (DS-82)
2. Recent passport-sized photographs
3. Payment for the renewal fee
4. [Any additional required documents]

Please let me know if you require any further information or documents to process my application. I appreciate your prompt attention to this matter and look forward to receiving my renewed passport soon.

Thank you for your assistance.

Sincerely,
[Your Name]