

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

Dear Sir/Madam,

Subject: Application for Passport Renewal

I am writing to formally submit my application for the renewal of my passport. My current passport, number [Your Passport Number], was issued on [Issue Date] and is set to expire on [Expiration Date].

Enclosed with this letter, you will find the following documents:

1. Completed passport renewal application form
2. My current passport
3. Two recent passport-sized photographs
4. Payment for renewal fees (if applicable)
5. Proof of identity (e.g., driver's license)
6. Any additional documents as required

I would appreciate your prompt attention to this matter, as I have upcoming travel plans. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for your assistance.

Sincerely,

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