

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

Subject: Application for Passport Renewal

Dear [Passport Officer's Name or "To Whom It May Concern"],
I am writing to formally request the renewal of my passport, which is due to expire on [Expiration Date]. My current passport number is [Passport Number].

Enclosed, please find the necessary documents required for the renewal process:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Payment for renewal fees (check/money order)
4. A copy of my current passport
5. Any other required documents

I appreciate your attention to this matter and look forward to receiving my renewed passport at your earliest convenience. Please do not hesitate to contact me via email or phone should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]