

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

Subject: Application for Passport Renewal

Dear [Passport Office/Specific Recipient's Name],

I am writing to formally request the renewal of my passport, which is set to expire on [Expiration Date]. My current passport details are as follows:

- Passport Number: [Your Passport Number]
- Name as it appears on the passport: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]

Enclosed with this letter are the necessary documents required for the renewal process, including:

1. Completed Passport Renewal Application Form
2. Recent Passport-Sized Photos
3. Payment for Renewal Fee (Include payment method or check if applicable)
4. Any additional required documents

I appreciate your assistance in processing my passport renewal application. Should you need any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

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]