

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

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

Subject: Passport Renewal Application

Dear [Passport Office/Consular Officer's Name],

I am writing to apply for the renewal of my passport, which is set to expire on [Expiration Date].

1. **\*\*Applicant Information\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Passport Number: [Your Current Passport Number]

2. **\*\*Reason for Renewal\*\***

- Briefly state the reason (e.g., expired passport, damaged passport, name change, etc.).

3. **\*\*Enclosures\*\***

- List the documents you are including with your application:
- Completed application form
- Recent passport-sized photographs
- Payment for renewal fee
- [Any additional necessary documents]

4. **\*\*Contact Information\*\***

- I can be reached at [Your Phone Number] or [Your Email Address] for any further information or clarification needed regarding my application. 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]