

[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 [Recipient's Name or "To Whom It May Concern"],

I am writing to request the renewal of my passport. My details are as follows:

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

I have enclosed the necessary documents, including:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Payment for the renewal fee
4. Any additional required documents (e.g., proof of citizenship)

Please let me know if you require any further information or documentation. I appreciate your assistance and look forward to receiving my renewed passport soon.

Thank you for your attention to this matter.

Sincerely,

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