

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Passport Issuing Authority Name]
[Address of the Passport Office]
[City, State, Zip Code]
Subject: Passport Renewal Application

Dear Sir/Madam,

I am writing to formally request the renewal of my passport. Below are my details:

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

I have enclosed the necessary documents, including:

1. Completed passport renewal application form
2. Two passport-sized photographs
3. Payment for the renewal fee
4. [Any additional documents, if necessary]

I kindly request that my application be processed at your earliest convenience. Please let me know if further information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]