

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

[Passport Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Passport Renewal Request

Dear Sir/Madam,

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

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

Due to [reason for renewal, e.g., upcoming travel plans, expiration, etc.], I would like to initiate the renewal process at your earliest convenience. I have enclosed the required documents, including:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Payment for the renewal fee
4. Any other necessary documentation

Please let me know if any additional information is required. I appreciate your attention to my request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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