

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

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is set to expire on [Expiration Date]. My passport number is [Passport Number], and I have attached the necessary renewal application form along with the required documents for your review.

Please find enclosed:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. A copy of my current passport
4. Payment for the renewal fee

I appreciate your prompt attention to this matter and look forward to receiving my renewed passport at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]