

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

Dear Sir/Madam,

I am writing to formally request the renewal of my passport, which is set to expire on [Expiration Date]. My current passport bears the number [Passport Number].

Enclosed with this letter, you will find the following documents:

1. Completed passport renewal application form
2. Two passport-sized photographs
3. Payment for renewal fee
4. Copy of my current passport
5. Any additional supporting documents

Please let me know if further information or documentation is required. I appreciate your assistance in processing my application.

Thank you for your attention to this matter.

Sincerely,
[Your Name]