

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

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

Subject: Application for Passport Renewal

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

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

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

I have enclosed the required documents, including my completed application form, recent passport-sized photographs, and payment for the renewal fee.

Thank you for your attention to my request. I look forward to receiving my renewed passport soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]