

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

Subject: Application for Passport Renewal

Dear [Passport Office/Specific Recipient's Name],

I am writing to request the renewal of my passport, which is due to expire on [Expiration Date]. My passport number is [Passport Number]. Enclosed with this letter, you will find the following documents:

1. Completed passport renewal application form (Form DS-82)
2. Two recent passport-sized photographs
3. Payment for the renewal fee (check or money order)
4. Copy of my current passport
5. Any additional documents as required

Please let me know if you require any further information or documentation to process my renewal request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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