

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

Subject: Emergency Passport Application

Dear [Passport Office or Relevant Official's Name],  
I am writing to request an emergency passport due to [briefly explain reason, e.g., urgent travel for a family emergency, work-related travel, etc.]. My travel dates are from [start date] to [end date], and I require the passport by [specific date].

I have attached all necessary documentation, including:

1. Completed passport application form
2. Proof of travel (e.g., airline tickets, itinerary)
3. Identification (e.g., copy of current passport, driver's license)
4. Passport photos
5. [Any other relevant documents]

I would greatly appreciate your prompt assistance with my application. Please feel free to contact me at [phone number] or [email address] if you need any further information.

Thank you for your attention to this urgent matter.

Sincerely,  
[Your Name]