

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

Passport Application Processing Center  
[Address of the Passport Office]  
[City, State, Zip Code]

Subject: Request for Address Change in Passport Application

Dear Sir/Madam,

I am writing to request an update to my address in my passport application.

Details of my application are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Application Number: [Your Application Number]

My new address is as follows:

[New Address]  
[City, State, Zip Code]

Please let me know if you need any additional information or documentation to process this request. Thank you for your attention to this matter.

Sincerely,

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