

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

Passport Office

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

Subject: Application for Passport for Minor

Dear Sir/Madam,

I am writing to apply for a passport for my child, [Child's Full Name], who is [Child's Age] years old.

Please find attached the completed passport application form, along with the required documents including:

1. Proof of citizenship (e.g., birth certificate)
2. Parental consent form (if applicable)
3. Recent passport-sized photos
4. Payment for application fees

I kindly request that you process this application at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Relationship to the Child]