

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Passport Office/Consulate Name]

[Office Address]

[City, State, Zip Code]

Subject: Application for Passport for Dual Citizenship

Dear [Passport Officer's Name or Sir/Madam],

I am writing to formally apply for a passport in light of my dual citizenship status. I hold citizenship in [Country 1] and [Country 2] and am seeking a passport that reflects this status.

Enclosed with this letter, you will find the necessary documents required for the application, including:

1. Completed passport application form
2. Proof of citizenship for [Country 1]
3. Proof of citizenship for [Country 2]
4. Identification documents (e.g. driver's license, birth certificate)
5. Recent passport-sized photographs
6. Payment for the application fee

I request your assistance in processing my application promptly. Should you require any additional information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]