

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

Subject: Application for Passport

Dear Sir/Madam,

I am writing to formally apply for a passport as a government employee. I am currently employed at [Your Department/Agency Name] as a [Your Job Title].

I have enclosed the required documents along with this letter, including:

- Completed passport application form
- Copy of my government ID
- Recent passport-sized photographs
- Proof of employment

As per [relevant government policy or guidelines], I am requesting the expedited processing of my application due to [reason, e.g., upcoming travel, official duty, etc.].

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Department/Agency Name]