

[Your Name]
[Your Rank]
[Your Unit/Branch]
[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, [Your Name], holding the rank of [Your Rank] in the [Your Unit/Branch], am writing to formally request the issuance of a passport for official travel purposes.

As part of my duties, I will be required to travel to [Destination(s)] for [reason for travel, e.g., deployment, training, etc.], scheduled from [Start Date] to [End Date].

Enclosed with this letter, please find the completed passport application form, along with the necessary documentation including:

1. A recent passport photograph
2. Proof of identity (e.g., military ID)
3. [Any additional documents required]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Phone Number] or [Email Address] should you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Rank]
[Your Unit/Branch]