

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Passport Office Address]  
[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 currently [Age] years old.

Details of the applicant:

- Full Name: [Child's Full Name]
- Date of Birth: [DD/MM/YYYY]
- Place of Birth: [City, State]
- Nationality: [Nationality]

As the parent/legal guardian, I confirm that I am authorized to apply for this passport on behalf of my child. I have enclosed all required documents along with the completed application form, including:

1. A completed passport application form (Form DS-11)
2. A recent passport-sized photograph of [Child's Full Name]
3. Proof of citizenship (such as a birth certificate)
4. Identification photocopies of both parents/legal guardians
5. Any additional forms as required

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

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Relationship to Minor]