

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

Subject: Passport Application for Non-Resident

Dear Sir/Madam,

I am writing to formally apply for a passport as a non-resident citizen.  
Below are the details relevant to my application:

1. \*\*Full Name:\*\* [Your Full Name]
2. \*\*Date of Birth:\*\* [Your Date of Birth]
3. \*\*Place of Birth:\*\* [Your Place of Birth]
4. \*\*Current Nationality:\*\* [Your Nationality]
5. \*\*Permanent Address in Home Country:\*\* [Your Permanent Address]

I have attached the necessary documents required for processing my application, including:

- Completed passport application form
- Photocopies of identification documents
- Passport-sized photographs
- Payment receipt for application fee

Please let me know if you require any additional information or documents. I appreciate your assistance in processing my passport application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]