

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

Subject: Application for Passport on Behalf of [Applicant's Name]

Dear Sir/Madam,

I am writing to submit a passport application on behalf of [Applicant's Name], who is unable to apply in person due to [reason, e.g., illness, being out of the country, etc.].

In accordance with the guidelines for submitting a passport application on behalf of someone else, I have included the necessary documents required for the application, including:

1. Completed passport application form
2. [List any other required documents, e.g., proof of identity, photographs, etc.]
3. Authorization letter from [Applicant's Name]

I assure you that all information provided is accurate and complete. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature]