

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, ZIP Code]

Subject: Passport Application

Dear [Consul/Embassy Officer's Name],

I am writing to submit my application for a passport while currently residing outside of my home country.

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number (if applicable): [Your Current Passport Number]
- Address in the Host Country: [Your Current Address]

Enclosed with this letter, you will find the required documents:

1. Completed passport application form
2. Two recent passport-sized photographs
3. Copy of my current passport/ID
4. Proof of residence in the host country
5. Payment for the application fee

I kindly request you to process my application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me via the details provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]