

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

[Passport Office Address]
[City, State, Zip Code]

Subject: Passport Renewal Application

Dear Sir/Madam,

I am writing to formally request the renewal of my passport. My current passport, with the number [Your Passport Number], is set to expire on [Expiration Date].

Enclosed are the required documents for my passport renewal, including:

1. Completed passport renewal application form (Form DS-82)
2. Current passport
3. Recent passport-sized photographs
4. Payment for renewal fee (check/money order)
5. Any other required supporting documents

I would appreciate any assistance you can provide to expedite this process. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]