

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

Passport Office

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

Subject: Application for Replacement of Damaged Passport

Dear Sir/Madam,

I am writing to formally request the replacement of my damaged passport, which was issued on [original passport issue date] and bears the passport number [passport number].

Unfortunately, my passport has been damaged due to [briefly explain how the damage occurred, e.g., water exposure, torn pages, etc.]. As a result, I am unable to use it for my travel plans.

Enclosed, please find the following documents for your consideration:

1. Completed passport application form
2. Passport-sized photographs
3. Payment for the applicable fee
4. A copy of my damaged passport
5. [Any other documents you are including, if applicable]

I kindly request that you expedite the processing of my application, as I have upcoming travel plans on [mention any specific date, if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]