

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

Subject: Request for Expedited Passport Processing

Dear [Passport Agency Official's Name or "To Whom It May Concern"],  
I am writing to formally request expedited processing of my passport application submitted on [Application Submission Date] under the name [Your Full Name] and the application number [Application Number, if available].

Due to [brief explanation of the urgent reason, e.g., upcoming travel plans, medical reasons, etc.], I kindly request that my application be processed as soon as possible. I have attached relevant documents to support my request, including [list of any attached documents, e.g., travel itinerary, appointment confirmations, etc.].

I appreciate your attention to this matter and am hopeful for a prompt response. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]