

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

Subject: Application for Passport for Travel Abroad

Dear Sir/Madam,

I am writing to formally apply for a passport as I plan to travel abroad for [purpose of travel, e.g., vacation, business, study, etc.] from [start date] to [end date].

I have enclosed the required documents, including:

- Completed passport application form
- Proof of identity (e.g., birth certificate, driver's license)
- Passport-sized photographs
- Payment for application fees
- Additional documents (if applicable, e.g., travel itinerary, sponsor letter)

Please let me know if further information is required to process my application. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]