

[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 for Visa Purposes

Dear Sir/Madam,

I am writing to formally apply for a passport for the purpose of obtaining a visa. Please find attached the necessary documents required for this application.

I require the passport to travel to [Destination Country] for [reason for travel, e.g., tourism, business, study] on [intended travel dates].

I appreciate your prompt attention to this matter, and I look forward to your favorable response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]