

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

[Passport Agency Name]
[Agency Address]
[City, State, ZIP Code]

Subject: Passport Renewal Request

Dear [Agency Name],

I am writing to request the renewal of my passport. My current passport details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Date of Birth: [Your Date of Birth]
- Expiration Date: [Current Passport Expiration Date]

Please find enclosed:

1. Completed application form
2. Passport-sized photographs
3. Payment (check/money order)
4. Current passport

I appreciate your assistance in processing my passport renewal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]