

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Passport Office Address]  
[City, State, ZIP Code]  
Subject: Passport Renewal Request

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is set to expire on [Expiration Date]. My passport number is [Passport Number]. Enclosed are the required documents, including my completed application form, recent passport photos, and the renewal fee.

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

Sincerely,  
[Your Name]