

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Passport Office Address]

[City, State, Zip Code]

Subject: Passport Renewal Application

Dear Sir/Madam,

I am writing to request the renewal of my passport. My current passport, issued on [date of issuance], is set to expire on [expiration date].

Enclosed, please find the following documents:

1. Completed passport renewal application form
2. My current passport
3. Two recent passport-sized photographs
4. Payment for the renewal fee

I kindly request that you process my renewal application at your earliest convenience. If you need any more information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]