

[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 [Passport Office/Specific Person's Name],

I am writing to request the renewal of my passport, which is set to expire on [Expiration Date]. My passport number is [Passport Number].

I have attached the necessary documents, including:

1. Completed passport renewal application form
2. Recent passport-sized photograph
3. Payment for the renewal fee
4. A copy of my current passport

I would appreciate it if you could process my application at your earliest convenience, as I have upcoming travel plans.

Thank you for your attention to this matter. Please feel free to contact me via email or phone if you need any additional information.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]