

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Passport Office Address]
[City, State, Zip Code]

Subject: Application for Passport Renewal

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is set to expire on [expiration date]. My passport details are as follows:

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

Enclosed with this letter, please find the following documents:

1. Completed passport renewal application form (Form DS-82)
2. Recent passport photograph
3. Payment for the renewal fee (check/money order)
4. My current passport
5. Any additional documents required (if applicable)

I would appreciate your prompt attention to my application. If you need any further information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]