

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

Dear Sir/Madam,

Subject: Request for Passport Renewal

I am writing to formally request the renewal of my passport, which is due to expire on [expiration date]. My current passport number is [passport number]. I have attached a copy of my passport, along with the necessary documents and the completed application form.

Please let me know if there are any further requirements or fees necessary for the renewal process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]