

[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 formally request the renewal of my passport. Below are my details for your reference:

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

I have enclosed the following documents to support my application:

1. Completed passport renewal application form (Form DS-82 or appropriate form)
2. Payment for renewal fee (check or money order)
3. Recent passport-sized photographs
4. Any additional required documentation (if applicable)

I kindly ask you to process my application at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]