

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Passport Issuing Authority]  
[Office Address]  
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for Passport Renewal

I am writing to request the renewal of my passport. My current passport, bearing the number [Your Passport Number], is due to expire on [Expiration Date].

I have enclosed the necessary documents, including the completed application form, my current passport, a recent passport-sized photograph, and the payment for the renewal fee.

Please let me know if there are any additional requirements or further information needed to process my request.

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]