

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

Dear [Recipient's Name or "Passport Renewal Department"],

Subject: Application for Passport Renewal

I hope this letter finds you well. I am writing to formally request the renewal of my passport, which is due to expire on [current passport expiration date]. My passport number is [passport number].

Enclosed with this letter, you will find the necessary documents required for the renewal process, including:

1. Completed passport renewal application form.
2. Recent passport-sized photographs.
3. Payment for the renewal fee.
4. A copy of my current passport.
5. [Any additional documents, if applicable].

I kindly ask you to process my application as soon as possible, as I have upcoming travel plans [mention any important travel dates if necessary].

If you require any further information or documents, please do not hesitate to contact me.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]