

[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, which is due to expire on [Expiration Date].

My details are as follows:

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

Enclosed with this letter are the following documents:

1. Completed passport renewal application form
2. Current passport
3. Passport-sized photographs (if required)
4. Proof of identity (if required)
5. Payment for renewal fees

I would appreciate your prompt attention to this matter, and I look forward to receiving my renewed passport at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if submitting by mail)]
[Your Printed Name]