

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

[Recipient's Name]
[Passport Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Passport Renewal

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally request the renewal of my passport, which is due to expire on [expiration date]. My passport number is [passport number], issued on [issue date], at [place of issuance].

Enclosed with this letter are the required documents for the renewal process, including:

1. Completed passport renewal application form (Form DS-82)
2. My most recent passport
3. Recent passport-sized photographs
4. Payment for renewal fee

I kindly ask you to process my application at your earliest convenience. I appreciate your assistance and look forward to receiving my renewed passport soon.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]