

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

[Embassy Name]  
[Embassy Address]  
[City, State, Zip Code]

Subject: Application for Passport Renewal

Dear [Consul/Embassy Official's Name],

I am writing to request the renewal of my passport that is set to expire on [expiration date]. My passport number is [passport number], issued on [issue date].

Please find attached the necessary documents required for the renewal process, including:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Payment receipt for renewal fee
4. Copy of my current passport
5. Any additional documents as required

I kindly ask for your assistance in processing my application at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]