

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Passport Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]  
Subject: Application for Passport Renewal  
Dear Sir/Madam,

I am writing to request the renewal of my passport, which is due to expire on [expiration date]. My passport details are as follows:

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

Enclosed are the required documents for the renewal process:

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

I kindly request you to process my application at your earliest convenience. Should you need any further information, please feel free to contact me at the above-mentioned phone number or email address.

Thank you for your assistance.

Sincerely,  
[Your Name]