

[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 request the renewal of my passport, which is set to expire on [Expiration Date]. My current passport details are as follows:

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

I have enclosed the necessary documents for the renewal process, including:

1. Completed passport renewal application form
2. Two recent passport-sized photographs
3. Payment for renewal fees (check/money order/cash)
4. Copy of my current passport

I would appreciate your prompt attention to my application. If you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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