

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

[Passport Office Address]
[City, State, Zip Code]

Subject: Request 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 number is [Passport Number].

Please find enclosed the required documents:

1. Completed passport renewal application form
2. Two recent passport-sized photographs
3. Copy of my current passport
4. Payment for renewal fee

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]