

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

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

Subject: Passport Renewal Application

Dear [Passport Officer's Name],

I am writing to formally apply for the renewal of my passport, which is due to expire on [Expiration Date].

My current passport details are as follows:

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

Enclosed, please find the following documents required for my application:

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

I kindly request expedited processing as I have upcoming travel plans on [Travel Date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]