

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

[Passport Office Name]
[Office Address]
[City, State, ZIP Code]

Subject: Application for Passport Renewal

Dear Sir/Madam,

I am writing to formally request the renewal of my current passport, which is due to expire on [expiration date]. My passport number is [passport number].

I have enclosed the required documents for your reference, including:

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

Please let me know if any additional information is required. I appreciate your assistance with my application and look forward to receiving my renewed passport soon.

Thank you for your attention to this matter.

Sincerely,
[Your Name]