

[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/Relevant Department],

I am writing to request the renewal of my passport. My current passport, with the number [Your Passport Number], is set to expire on [Expiration Date].

Enclosed are the required documents, including:

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

Please let me know if any additional information is needed. I appreciate your assistance in processing my application.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]