

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

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

Subject: Passport Renewal Application

Dear Sir/Madam,

I am writing to formally submit my application for the renewal of my passport. Below are the details of my current passport and personal information:

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

Enclosed with this letter are the following documents for your reference:

1. Completed passport renewal application form
2. My most recent passport photograph
3. Payment for the renewal fee
4. Copy of my current passport

I kindly request that you process my application at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]