

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

Subject: Application for Passport

Dear [Passport Office Name/To Whom It May Concern],
I am writing to formally apply for a passport. Below are my personal details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Address: [Your Address]
- Nationality: [Your Nationality]

Enclosed with this letter, I have included the following documents:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of citizenship (e.g., birth certificate, naturalization certificate)
4. Payment for applicable fees
5. Any additional documents required

I kindly request you to process my application at your earliest convenience. Should you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]