

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

Subject: Passport Application Submission

Dear [Passport Officer's Name/Passport Office],

I am writing to submit my passport application. Enclosed are the following documents as required:

1. Completed application form
2. Recent passport photographs
3. Proof of identity (copy of [type of ID])
4. Payment receipt

Please let me know if you need any further information or documents.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]