

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

Dear Sir/Madam,

I am writing to formally submit my application for a passport. Please find enclosed all the necessary documents as required for the application process. I am applying for a passport to [briefly explain the reason for your application, e.g., travel, work, etc.].

I have included the following documents with my application:

- Completed passport application form
- Proof of citizenship (e.g., birth certificate, naturalization certificate)
- Valid identification (e.g., driver's license)
- Passport-sized photographs
- Payment for the application fee

I would appreciate it if you could process my application at your earliest convenience, as I plan to [mention any related travel or deadlines].

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Name]