

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

Dear [Passport Officer's Name or "To Whom It May Concern"],

Subject: Passport Application Submission

I am writing to formally submit my application for a passport. Below are the details pertinent to my application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Address: [Your Complete Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]
- Passport Type: [Regular/Official/Diplomatic]
- Purpose of Travel: [Business/Tourism/Study etc.]
- Travel Dates: [Planned Travel Dates]
- Additional Information: [Any other relevant details, such as travel companions or specific requests]

Enclosed with this letter are the following documents to support my application:

1. Completed Passport Application Form
2. Recent Passport-sized Photographs
3. Proof of Identity (copy of [Your ID/Driver's License])
4. Proof of Citizenship (copy of [Your Birth Certificate/Naturalization Certificate])
5. Payment Receipt/Check for Application Fee

Please let me know if you require any further information or documentation. Thank you for your assistance in processing my passport application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]