

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

Dear Sir/Madam,

I am writing to apply for a passport. Below are my personal details:

Full Name: [Your Full Name]

Date of Birth: [MM/DD/YYYY]

Place of Birth: [City, State]

Nationality: [Your Nationality]

Gender: [Your Gender]

I have enclosed the following documents to support my application:

1. Completed passport application form
2. Recent passport-sized photograph
3. Proof of citizenship (e.g., birth certificate, naturalization certificate)
4. Valid photo ID (e.g., driver's license)
5. Payment for processing fee

I would appreciate your assistance in processing my application. Should you require any further information, please feel free to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]