

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Passport Office Address]

[City, State, Zip Code]

Subject: Passport Application Request

Dear Sir/Madam,

I am writing to formally submit my application for a passport. I have included all the necessary documents and information required for processing my application.

Please find enclosed:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity (copy of [type of ID])
4. Proof of citizenship (copy of [birth certificate/naturalization certificate])
5. Payment for passport application fee

I kindly request that you process my application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]