

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

Subject: Application for Passport

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

I am writing to formally request the issuance of my passport.

I have attached the following documents to support my application:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of citizenship (e.g., birth certificate)
4. Proof of identity (e.g., driver's license)
5. Payment receipt for passport fees

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]

I am applying for a [type of passport, e.g., regular, expedited] passport and would appreciate your assistance in processing my application as efficiently as possible.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]