

[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 Sir/Madam,

I am writing to formally apply for a passport. I am [Your Full Name], born on [Your Date of Birth] in [Your Place of Birth]. I have attached the necessary documents required for the application, including:

1. Completed passport application form
2. Payment for the application fee
3. Recent passport-sized photographs
4. Proof of citizenship (e.g., birth certificate or naturalization certificate)
5. Proof of identity (e.g., driver's license or government-issued ID)

I kindly request that my application be processed at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]