

[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 formally apply for the renewal of my passport. My current passport, number [Passport Number], issued on [Issue Date], is set to expire on [Expiration Date].

I have attached the necessary documents required for the renewal process, which include:

1. Completed passport renewal application form.
2. Two recent passport-sized photographs.
3. A copy of my current passport.
4. Payment for the renewal fee (check/money order).

I would appreciate your prompt attention to this matter, as I need my passport for upcoming travel plans.

Thank you for your assistance.

Sincerely,
[Your Name]