

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

U.S. Department of State
Passport Services
P.O. Box 640155
London, KY 40744-0155

Subject: Letter of Explanation for Passport Application

Dear Sir/Madam,

I am writing to provide an explanation regarding my passport application submitted on [Application Date].

[Briefly explain the reason for the letter. For example, you may need to clarify a discrepancy in your documents, explain a delay, or provide additional context about your application.]

[Include any relevant details such as your full name, date of birth, application number, and other identifying information.]

I understand the importance of providing accurate and complete information for the processing of my application. If any further information is needed or if I can provide additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]