

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

Dear Sir/Madam,

Subject: Request for Issuance of New Passport

I am writing to formally request the issuance of a new passport. I am a citizen of [Your Country] and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Passport Number (if applicable): [Your Current/Previous Passport Number]

Due to [reason for requesting a new passport, e.g., loss, expiration, damage], I am in need of a new passport at your earliest convenience. I have attached the required documents, including [list documents such as identification, photos, payment receipt, etc.].

I would appreciate your attention to this matter and look forward to your prompt assistance.

Thank you for your understanding.

Sincerely,
[Your Name]