

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

[Passport Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Passport Office Official's Name or "To Whom It May Concern"],  
Subject: Passport Processing Request

I am writing to formally request the processing of my passport application. Please find the necessary information and documents attached for your review.

Applicant Details:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Place of Birth: [Your Place of Birth]  
Passport Application Number: [Your Application Number] (if applicable)

I have enclosed the following documents:

1. Completed passport application form
2. Proof of citizenship (e.g., birth certificate or naturalization certificate)
3. Government-issued photo ID
4. Recent passport-sized photographs
5. Payment for processing fees (if required)

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

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]