

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

Dear Sir/Madam,

Subject: Application for Passport

I am writing to formally apply for a passport. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Occupation: [Your Occupation]
- Passport Type: [Regular/ Diplomatic/ Service]
- Reason for Application: [Brief explanation of why you need the passport]

I have enclosed the required documents, including:

1. Completed passport application form
2. Passport-sized photographs
3. Proof of identity (e.g., birth certificate, ID card)
4. Payment receipt or fee
5. Any additional supporting documents

I kindly request that you process my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]