

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

I am writing to submit my personal statement in support of my passport application. My name is [Your Name], and I am applying for a passport for the purpose of [explain reason, e.g., travel, work, study].

I have always valued the importance of international travel and cultural exchange. [Briefly describe your intention or plans for traveling, including destinations and duration if relevant.] This journey is significant to me because [explain the personal significance of the travel or any related experiences].

I understand the responsibilities that come with holding a passport, and I assure you that I will comply with all legal and ethical guidelines associated with international travel. [You can mention your travel history or experiences if applicable to strengthen your case.]

I appreciate your consideration of my application, and I am looking forward to the opportunity to explore new horizons with the help of a passport.

Thank you for your time and attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]