

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

Dear Passport Officer,

I am writing to respectfully request the expedited processing of my passport application, which I submitted on [submission date]. The application number is [application number].

Due to [specific reason for urgency, e.g., upcoming travel plans, family emergency, etc.], I am in need of my passport by [specific date]. Travel is essential for [explain reason - business commitments, family matters, etc.], and obtaining my passport in a timely manner is crucial.

I have attached all relevant documentation to support my request, including [list any enclosed documents, e.g., travel itineraries, proof of urgency, etc.]. I understand the importance of thorough processing, and I appreciate any assistance you can provide to ensure my application is prioritized.

Thank you for considering my request. I am hopeful for a favorable response and I look forward to your assistance.

Sincerely,
[Your Name]