

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Passport Office/Agency Name]  
[Office Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Passport

I am writing to formally request the issuance of my passport. Below are the details necessary for processing my application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Passport Type: [Regular/Official/Diplomatic]

I have enclosed the required documents, including a completed application form, proof of identity, and any applicable fees. Kindly let me know if you require any additional information or documentation.

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]