

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

Dear Sir/Madam,

Subject: Request for Passport Issuance

I hope this letter finds you well. I am writing to formally request the issuance of my passport. I have completed all the necessary application forms and gathered the required documentation, which I am including with this letter.

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]
- Passport Application Number: [Your Application Number] (if applicable)

I kindly ask for your assistance in processing my request at your earliest convenience, as I have upcoming travel plans.

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]