

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Passport Office Address]

[City, State, Zip Code]

Subject: Passport Application

Dear Sir/Madam,

I am writing to apply for a passport. Please find enclosed the necessary documents, including:

- Completed application form
- Recent passport-sized photographs
- Proof of identity (copies of [specify documents])
- Payment for the application fee

I would appreciate your assistance in processing my application. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]