[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Department Name]
[Department Address]
[City, State, Postcode]
Dear Sir/Madam,
Subject: Passport Verification Request for [Your Full Name]
I am writing to request verification of my passport details as part of the requirements for [specific purpose, e.g., application for a visa, identification confirmation, etc.]. Below are the details of my passport:
- Full Name: [Your Full Name]
- Date of Birth: [Your DOB]
- Passport Number: [Your Passport Number]
- Date of Issue: [Issue Date]
- Expiry Date: [Expiry Date]
I have attached copies of relevant documents to assist with the verification process. Please do not hesitate to contact me should you require any further information.
Thank you for your assistance with this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]