

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Passport Office/Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Passport Application/Request

I am writing to request assistance with my passport application.

I am [briefly introduce yourself, including your full name, date of birth, and any relevant identification information].

I have enclosed [list any documents you are including, such as identification, photographs, or forms].

Please let me know if there are any additional steps I need to follow or any further documentation required. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]