

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

Dear Sir/Madam,

Subject: Request for Passport

I am writing to formally request the issuance of my passport. I have enclosed all necessary documentation to support my application, including:

1. Completed passport application form
2. Proof of identity and citizenship (e.g. birth certificate, driver's license)
3. Passport-sized photographs
4. Payment receipt for the application fee

I kindly ask for your assistance in processing my request at your earliest convenience. Should you require further information or additional documents, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]