

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

Passport Office  
[Office Address]  
[City, State, Postcode]

Dear Sir/Madam,

Subject: Passport Application for [Your Full Name]

I am writing to formally apply for a passport. 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]
- Address: [Your Current Address]

Enclosed with this letter are the following documents to support my application:

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

I kindly request that my application be processed at your earliest convenience. Should you require any further information, please feel free to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]