

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

[Passport Office Address]  
[City, State, Zip Code]

Subject: Passport Application Correspondence

Dear Sir/Madam,

I am writing to inquire about the status of my passport application submitted on [Submission Date]. My application reference number is [Application Number]. I would appreciate any updates regarding the processing of my application.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]