

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

[Recipient's Name]
[Passport Office/Relevant Authority]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Explanation for Passport Application

I am writing to provide an explanation regarding my passport application submitted on [application date].

[Explain the reason for your application, such as travel plans, urgency, or specific circumstances affecting your application, and include any relevant details that may assist in processing your application.]

I have attached supporting documents, including [list any relevant documents, e.g., identification, travel itinerary, previous passports, etc.].

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending hard copy)]

[Attachment List (if applicable)]