

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department of Passports]
[Address]
[City, State, Postcode]

Dear [Recipient Name],

Subject: Application for Passport

I am writing to submit my application for a passport. Please find the required documents attached to this letter.

Details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Address: [Your Current Address]
- Phone Number: [Your Phone Number]

Attached Documents:

1. Completed Passport Application Form
2. Proof of Identity (e.g., Birth Certificate, Driver's License)
3. Passport Photos
4. Payment Receipt

Should you require any additional information or documentation, please feel free to contact me at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]