

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

Dear [Recipient's Name],
I am writing to apply for a new passport. Please find my application details below.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Address: [Your Address]

****Supporting Documents Attached:****

1. Completed Passport Application Form
2. Two passport-sized photos
3. Proof of Identity (e.g., birth certificate, driver's license)
4. Payment receipt for passport application fee

I request that you process my application at your earliest convenience.
If you require any further information, please do not hesitate to contact me via the information provided above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]