

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

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

Dear Sir/Madam,

Subject: Passport Renewal Application

I am writing to request the renewal of my passport. Below are my details:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Expiration Date: [Expiration Date of Current Passport]

I have enclosed the required documents, including the completed application form, a recent passport photo, and the renewal fee payment. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]