

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Passport Office Address]
[City, State, ZIP Code]

Subject: Passport Renewal Request

Dear [Passport Office/Recipient's Name],

I am writing to request the renewal of my passport, which is set to expire on [expiration date]. My passport number is [passport number]. Enclosed are the required documents, including my completed application form, recent photographs, and payment for the renewal fee.

Thank you for your attention to this matter. I look forward to receiving my renewed passport soon.

Sincerely,
[Your Name]