

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

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

Subject: Passport Renewal Application

Dear Sir/Madam,

I am writing to formally request the renewal of my passport, which is set to expire on [Expiration Date]. My current passport number is [Passport Number], issued on [Issue Date].

I have enclosed the following documents for your consideration:

1. Completed passport renewal application form (DS-82)
2. Recent passport-sized photographs
3. Payment for the renewal fee (check/money order)
4. Copy of my current passport
5. Any additional identification documents as required

I kindly request that my application be processed at your earliest convenience, as I have upcoming travel plans. Should you require any further information or additional documentation, please do not hesitate to contact me via the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature if sending a hard copy]