

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

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is set to expire on [Expiration Date]. My passport number is [Passport Number]. I have enclosed the completed application form, along with the required documents, including my recent passport photos and the renewal fee. Please let me know if you need any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]