

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

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

Subject: Passport Renewal Application

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is due to expire on [expiration date]. My passport number is [passport number].

Enclosed with this letter are the necessary documents, including:

1. Completed passport renewal application form
2. Recent passport-sized photograph
3. Payment for the renewal fee
4. Copy of my current passport

I would appreciate it if you could process my application at your earliest convenience, as I have upcoming travel plans.

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

Sincerely,

[Your Name]