

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

Dear Sir/Madam,

Subject: Application for Passport Renewal

I hope this letter finds you well. I am writing to request the renewal of my passport, which is set to expire on [Expiration Date]. My current passport number is [Passport Number].

[Brief explanation of the reason for renewal, e.g., "Due to travel plans and the expiration date approaching, I would like to expedite the renewal process."]

Enclosed with this letter, please find the following documents for your consideration:

- A completed passport renewal application form
- A recent passport-sized photograph
- A photocopy of my current passport
- Payment for the renewal fee

I would appreciate your prompt attention to this matter, as I hope to receive my renewed passport by [Desired Date]. Should you require any additional information or documents, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your assistance.

Sincerely,

[Your Name]