

[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 [Passport Office/Recipient's Name],

I am writing to submit my application for the renewal of my passport.
Below are the details pertinent to my application:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Current Passport Number]
- Date of Issue: [Date of Issue of Current Passport]
- Expiration Date: [Expiration Date of Current Passport]

Enclosed, please find the necessary documents for my application,
including:

1. Completed passport renewal application form
2. My most recent passport photo
3. Payment for renewal fees
4. Copy of my current passport
5. Any additional documents as required

I kindly request that my application be processed promptly, as I plan to
travel on [your travel dates, if applicable].

Thank you for your attention to my application. Please feel free to
contact me at [your phone number] or [your email address] should you
require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]