

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

Subject: Application for Passport Renewal

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is set to expire on [Expiration Date]. Below are my details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Issuance Date: [Issuance Date]

I have enclosed the necessary documents, including:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Payment for renewal fee
4. Any other required documentation

I appreciate your prompt attention to my application and look forward to receiving my renewed passport soon.

Thank you.

Sincerely,

[Your Name]