

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Passport Issuing Authority]
[Address of Passport Office]
[City, State, Zip Code]
Subject: Application for Passport Renewal

Dear Sir/Madam,

I am writing to formally request the renewal of my passport. My current passport, bearing the number [Your Passport Number], is set to expire on [Expiration Date].

Please find enclosed the required documents for the renewal process:

1. Completed passport renewal application form
2. Current passport
3. Recent passport-sized photographs
4. Payment for renewal fee

I appreciate your attention to this matter and look forward to receiving my renewed passport at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]