

[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 [Passport Office Official's Name or "To Whom It May Concern"],  
I am writing to formally request the renewal of my passport, which was  
issued on [original passport issue date] and is set to expire on  
[expiration date]. My passport number is [passport number].

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

1. Completed passport renewal application form
2. Two recent passport-sized photographs
3. Payment for renewal fee (cheque/money order)
4. Copy of my current passport
5. Any additional documentation as required

I kindly ask that you process my application at your earliest  
convenience. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]