

[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 Sir/Madam,

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

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

Enclosed with this letter are the required documents for my passport renewal:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Copy of my current passport
4. [Any other supporting documents, if applicable]

I kindly request that my application be processed at your earliest convenience. Should you require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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