

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Passport Services

[Address of the Passport Office]
[City, State, ZIP Code]

Subject: Application for Passport Renewal

Dear Sir/Madam,

I am writing to request the renewal of my passport. Below are my details for your reference:

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

Enclosed are the necessary documents:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Payment for renewal fee (check/money order)
4. Copy of my current passport

Please let me know if you need any further information. I appreciate your assistance in this matter and look forward to receiving my renewed passport soon.

Thank you for your attention to this request.

Sincerely,

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