

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

[Passport Agency/Office Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Passport Renewal Notification

Dear [Passport Agency/Office Name],

I am writing to notify you that my passport is due for renewal. Below are my passport details for your reference:

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

I would appreciate your guidance on the necessary steps and required documents for the renewal process. Please let me know if there are any forms or fees that I need to be aware of.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]