

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Passport Office Address]

[City, State, Zip Code]

Subject: Passport Renewal Request

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is set to expire on [expiration date]. My passport number is [passport number].

I have enclosed the necessary documents required for the renewal process, including:

1. Completed passport renewal application form
2. Recent passport-sized photographs
3. Copy of my current passport
4. Payment for renewal fee

I kindly ask for your assistance in processing my request at your earliest convenience. Please let me know if any further information or documentation is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]