

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

[Passport Renewal Office Address]
[City, State, Zip Code]

Dear [Passport Renewal Officer's Name/Title],

Subject: Passport Renewal Application for [Your Full Name]

I am writing to formally request the renewal of my passport, which is set to expire on [Expiration Date]. My passport number is [Passport Number].

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

1. Completed passport renewal application form (DS-82)
2. Two recent passport-sized photographs
3. Payment for the renewal fee
4. My current passport

I appreciate your prompt attention to my application, and I look forward to receiving my renewed passport. Should you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]