

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

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

Subject: Passport Renewal Application

Dear [Passport Officer's Name or "To Whom It May Concern"],
I am writing to formally request the renewal of my passport, [Passport
Number], which is set to expire on [Expiration Date].

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

1. Completed application form
2. Recent passport-sized photographs
3. Payment for renewal fees
4. A copy of my current passport
5. Any other required documents

Please let me know if any additional information is needed to process my
application. I appreciate your assistance in this matter and look forward
to receiving my renewed passport soon.

Thank you for your attention to my request.

Sincerely,

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