

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

[Passport Office Name]
[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, including the completed application form, recent passport photos, and payment for the renewal fee.

Please let me know if there are any additional steps or information required to facilitate this process. I appreciate your assistance and look forward to receiving my renewed passport soon.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]