

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

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

Subject: Application for Passport Renewal

Dear Sir/Madam,

I am writing to request the renewal of my passport. My details are as follows:

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

Enclosed with this letter are the required documents, including:

1. Completed passport renewal application form
2. A recent passport-sized photograph
3. Payment for the renewal fee
4. Any additional documents specified in your guidelines

I appreciate your assistance in processing my request. Please let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]