

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

[Passport Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Passport Renewal Application

Dear Sir/Madam,

I am writing to formally request the renewal of my passport, which is set to expire on [Expiration Date]. My current passport details are as follows:

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

Enclosed with this letter, you will find:

1. A completed passport renewal application form
2. Two recent passport-sized photographs
3. Payment for the renewal fee
4. My current passport (for verification)
5. Any additional required documents

I would appreciate your prompt attention to my application, as I am planning to travel on [Travel Date].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]