

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

Dear Sir/Madam,

Subject: Passport Application

I am writing to submit my application for a passport. Please find enclosed the required documents along with my application form.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]

****Enclosures:****

1. Completed Application Form
2. Passport-sized Photograph
3. Proof of Identity (e.g., Birth Certificate, Driver's License)
4. Proof of Residency (e.g., Utility Bill)
5. Payment for Application Fee

I kindly request you to process my application at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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