

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Passport Application Office

[Office Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to submit my application for a passport. Enclosed are the necessary documents and fees required for processing.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]