

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

[Passport Office Address]
[City, State, Zip Code]
Subject: Application for Passport

Dear Sir/Madam,

I am writing to formally submit my application for a passport. Below are the details related to my application:

****Applicant Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Gender: [Your Gender]
- Nationality: [Your Nationality]
- Address: [Your Current Address]
- Phone Number: [Your Phone Number]
- Email Address: [Your Email Address]

****Type of Passport Requested:****

- [Specify Type: Regular/Temporary/Official/Diplomatic]

****Reason for Application:****

- [Briefly explain the reason for applying for the passport, e.g., travel plans, employment, etc.]

****Supporting Documents Attached:****

1. Completed passport application form (Form DS-11/DS-82)
2. Recent passport-size photographs
3. Proof of citizenship (e.g., birth certificate, naturalization certificate)
4. Government-issued ID (e.g., driver's license)
5. Payment receipt for passport fees (if applicable)

I understand the importance of providing accurate and truthful information in my application and confirm that all the details provided above are correct to the best of my knowledge.

Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address] should you require any further information or clarification regarding my application.

Thank you for your attention to this matter. I look forward to receiving my passport at your earliest convenience.

Sincerely,

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