

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

Dear [Passport Agency Name],

I am writing to apply for my passport. Please find enclosed my application form, along with the required documents and payment for processing.

Personal Information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Current Address: [Your Current Address]

Please let me know if you require any additional information. I look forward to receiving my passport soon.

Thank you for your assistance.

Sincerely,  
[Your Name]