

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Passport Issuing Authority Name]
[Authority Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Passport Application

I am writing to formally request the application form for a passport. I intend to apply for [type of passport, e.g., a new passport, passport renewal, etc.], and I would appreciate your guidance on the necessary procedures and documentation required.

Please provide me with the relevant application form and any additional information that may assist in expediting the process. I understand that there may be fees involved, and I am prepared to comply with all requirements.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]