

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

[Passport Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Passport Application Request

Dear [Passport Office/Specific Person's Name],
I hope this letter finds you well. I am writing to formally request the application for a passport. Below are the details pertinent to my application:

1. ****Full Name:**** [Your Full Name]
2. ****Date of Birth:**** [Your Date of Birth]
3. ****Place of Birth:**** [Your Place of Birth]
4. ****Nationality:**** [Your Nationality]
5. ****Current Address:**** [Your Current Address]

Please find enclosed the required documents:

- [List of Document 1]
- [List of Document 2]
- [List of Document 3]

I would appreciate your assistance in processing my application at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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