

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

Dear Sir/Madam,

Subject: Application for Passport

I am writing to formally apply for a passport. Below are my personal details for your consideration:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Nationality: [Your Nationality]

Passport Type: [Ordinary / Official / Diplomatic]

Enclosed with this letter are the necessary documents, including:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of citizenship (e.g., birth certificate, citizenship certificate)
4. Proof of identity (e.g., government-issued ID)
5. Payment receipt for the passport fee

I kindly request you to process my application at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]