

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

Dear Sir/Madam,

I am writing to request the renewal of my passport, which is due to expire on [Expiration Date]. My current passport number is [Passport Number].

Please find enclosed the required documents, including:

1. Completed Passport Renewal Application Form
2. Recent Passport Photograph
3. Payment for Renewal Fee (check or money order)
4. Current Passport

I would appreciate your prompt processing of my application, as I am planning to travel on [Travel Date]. Should you need any further 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]