

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

[Embassy Name]  
[Embassy Address]  
[City, State, Zip Code]

Subject: Passport Application

Dear [Consul/Embassy Official's Name],

I am writing to formally apply for a passport. My details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Nationality: [Your Nationality]

Passport Type: [Regular/Diplomatic/Official]

Passport Application Form Number: [If applicable]

I have enclosed the required documents, including:

1. Completed passport application form
2. Two recent passport-sized photographs
3. Proof of citizenship (e.g., birth certificate, citizenship certificate)
4. Valid identification (e.g., driver's license, national ID)
5. Payment receipt for application fee

I kindly request that you process my application at your earliest convenience. Should you require any additional information or documents, please do not hesitate to contact me at the provided phone number or email.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]