

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

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

Subject: Request to Expedite Passport Application

Dear [Passport Agency Official's Name],

I hope this letter finds you well. I am writing to request the expedited processing of my passport application submitted on [submission date].

My name is [Your Full Name], and my application number is [Application Number]. I filed for a passport because [briefly explain the reason - e.g., urgent travel plans, medical emergency, etc.]. My planned travel date is [travel date], and I am concerned that I may not receive my passport in time.

I appreciate your attention to this matter and would be grateful if you could expedite my application process. Please let me know if any additional documentation or fees are required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]