

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

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

Subject: Application for International Passport

Dear Sir/Madam,

I am writing to formally apply for an international passport. Below are my details as required:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Address: [Your Current Address]

I have attached the necessary documents including:

1. Completed passport application form
2. Proof of identity (e.g., birth certificate, national ID)
3. Passport-sized photographs (as per specifications)
4. Payment receipt for the application fee

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

Thank you for your assistance.

Sincerely,

[Your Name]