

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Passport Agency Address]
[City, State, ZIP Code]

Subject: Passport Application for Minor

Dear [Passport Agency Official's Name/Title],

I am writing to apply for a passport for my child, [Child's Full Name], who is a [age] year old minor.

Below are the details required for the application:

- Child's Date of Birth: [DD/MM/YYYY]
- Child's Place of Birth: [City, State, Country]
- Child's Social Security Number: [SSN, if applicable]
- Parent/Guardian's Name: [Your Full Name]
- Relationship to Child: [Your Relationship]

Enclosed with this letter are the following documents:

1. Completed passport application form (DS-11)
2. Birth certificate or proof of citizenship
3. Photocopy of both parents' identification (Driver's License/Passport)
4. Two recent passport-sized photographs of [Child's Name]
5. Payment for the passport fee

I understand that both parents or legal guardians need to provide consent for the passport application. I am available for any interviews or additional requirements that may be necessary.

Thank you for your assistance in processing this application. Should you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]