

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

Dear Sir/Madam,

I am writing to support the passport application of [Applicant's Full Name], who is my [relationship to applicant, e.g., son, daughter, friend]. [He/She/They] are applying for a passport to [reason for passport application, e.g., travel, study abroad, etc.].

[Provide a brief introduction about the applicant, relationship, and any relevant details that support the application.]

I hereby confirm that I am willing to be contacted for any further information or verification regarding this application. My contact details are provided above.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]