

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

Subject: Urgent Passport Application Request

Dear [Passport Agency Official's Name or "To Whom It May Concern"],  
I am writing to formally request an expedited processing of my passport application due to urgent travel needs. My application (Application Number: [Your Application Number]) was submitted on [Submission Date], and I have a scheduled trip on [Travel Date] for [Reason for Travel, e.g., business, family emergency, etc.].

Given the circumstances, I kindly ask for your assistance in processing my application as quickly as possible. I have included all necessary documentation, including proof of travel, with this letter for your reference.

Thank you for your prompt attention to this matter. I greatly appreciate your help and look forward to your swift response.

Sincerely,

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