

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

[Passport Processing Authority]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the issuance of a passport for myself.
Please find my personal details outlined below:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Nationality: [Your Nationality]

Passport Application Number: [Your Application Number] (if applicable)

I have enclosed all required documents, including my completed application form, proof of identity, photographs, and any other necessary paperwork.

I appreciate your prompt attention to my application and look forward to receiving my passport soon. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]