

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

Dear Sir/Madam,

Subject: Application for Passport

I am writing to formally submit my application for a passport. Enclosed, please find the required documents, including the completed application form, proof of identity, photographs, and payment.

I kindly request that you process my application at your earliest convenience. I am planning to travel to [destination] on [travel dates] for [purpose of travel], and I would appreciate your assistance in ensuring that my passport is issued in a timely manner.

Should you require any further information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

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