

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

[Passport Office Address]
[City, State, ZIP Code]

Subject: Application for Passport

Dear Sir/Madam,

I am writing to apply for a passport. Please find my application details below:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Citizenship: [Your Citizenship]

Passport Type: [Regular/Official/Diplomatic]

Enclosed with this letter are the following documents:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity (e.g., birth certificate, driver's license)
4. Payment for application fee

I kindly request you process my application at your earliest convenience.

If you need any additional information, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]