

[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,

Subject: Application for Passport

I am writing to formally request the issuance of my passport. I am planning to travel internationally within the next few months and require my passport to complete the travel arrangements.

Enclosed with this letter are the following documents to support my application:

1. Completed passport application form
2. Passport-sized photographs
3. Proof of identity (copy of [specify document, e.g., driver's license])
4. Payment for the passport fee

I appreciate your assistance in processing my application promptly.

Please feel free to contact me at my phone number or email address if you need any further information.

Thank you for your attention to this matter.

Sincerely,

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