

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Passport Office Address]
[City, State, Zip Code]
Subject: Passport Application
Dear Sir/Madam,

I am writing to submit my application for a passport. Please find attached the necessary documents including my completed application form, proof of identity, and a passport-sized photograph.

I kindly ask for your assistance in processing my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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