

[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,

I am writing to formally apply for a passport. Below are my personal details for your consideration:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [City, State, Country]
- Nationality: [Your Nationality]

Enclosed with this letter are the following documents required for my application:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity (copy of [list documents, e.g., birth certificate, driver's license])
4. Payment for the processing fee (check/money order)

I kindly request that you process my application at your earliest convenience. If you require any further information or documents, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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