

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

[Recipient's Name]  
[Passport Office Name]  
[Office Address]  
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Application for Passport Issuance

I am writing to formally request the issuance of a passport for myself.

Below are the details pertinent to my application:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Nationality: [Your Nationality]

Application Reference Number: [Your Application Number] (if applicable)

[Briefly explain the reason for your application or any special  
circumstances if necessary.]

Attached are the required documents:

1. [List of documents, e.g., Birth Certificate, ID, Photos, etc.]

2. [Additional documents, if any]

Please let me know if there are any further steps I need to take or  
additional information you require. I appreciate your assistance in  
processing my passport application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]