

# Minor Name Change Application for Passport Update

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Passport Services

[Passport Agency Address]

[City, State, Zip Code]

Dear Sir or Madam,

I am writing to request an update to my passport due to a minor name change. My current passport is issued under the name [Current Name] and I would like to update it to [New Name].

The reason for the name change is [brief explanation, e.g., marriage, divorce, etc.]. Please find attached the necessary documents to support my request, including [list of documents, e.g., marriage certificate, court order, etc.].

My passport number is [Passport Number]. I would appreciate your assistance in processing this request at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]