

# Request for Passport Issuance

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To,  
The Passport Officer,  
[Passport Office Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Passport Issuance for Travel

Dear Sir/Madam,

I am writing to formally request the issuance of my passport. I have planned to travel to [Destination Country] for [purpose of travel, e.g., vacation, business, etc.] from [start date] to [end date].

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]

I have attached the required documents for your consideration, including:

- Completed passport application form
- Proof of Identity
- Travel itinerary
- Passport photographs

I kindly request that you process my application at your earliest convenience, as my travel dates are approaching. Thank you for your attention to this matter.

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