

Consular Assistance Request for Passport Renewal

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Consulate General of [Country]

[Consulate Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to request assistance with the renewal of my passport. My current passport, number [Passport Number], is set to expire on [Expiration Date]. I am currently residing in [Location] and would like to initiate the renewal process at your esteemed consulate.

Please find attached copies of my current passport and any additional documents required for the renewal process. I would appreciate guidance on the steps I need to follow and any applicable fees associated with the service.

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

Sincerely,

[Your Name]