

Embassy of [Country]

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request an expedited renewal of my passport, which was issued on [Original Issue Date] and is set to expire on [Expiration Date].

Due to [reason for expedited request, e.g., urgent travel plans, business obligation], I respectfully ask for your assistance in processing my application as swiftly as possible.

I have attached the necessary documents, including my completed application form (DS-82), a recent passport photo, and payment for the expedited service fee.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]