

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Embassy/Consulate Name

Embassy/Consulate Address

City, State, Zip Code

Subject: Request for Expired Passport Renewal

Dear Sir/Madam,

I am writing to request the renewal of my expired passport (Passport Number: [Your Passport Number]), which expired on [Expiration Date]. I am in need of a renewed passport for travel purposes and would appreciate your assistance in the renewal process.

Attached to this letter are the necessary documents for processing my renewal request, including:

- Completed passport renewal application form
- Recent passport-sized photographs
- Copy of my expired passport
- Proof of citizenship
- Payment for renewal fee

Please inform me if there are any additional documents or information required to facilitate this process. I appreciate your attention to my request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]