

# Passport Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request an extension of my passport, which is set to expire on [Expiration Date]. My passport number is [Passport Number].

Due to [reason for extension, e.g., travel plans, ongoing projects, etc.], I kindly ask for your assistance in processing my request at your earliest convenience. I have attached all necessary documents required for the extension process.

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

Sincerely,

[Your Name]

[Your Contact Number]