

Passport Renewal Application

To,

The Consulate General
[Embassy Name]
[Embassy Address]
[City, Zip Code]
[Country]

Date: [Insert Date]

Subject: Application for Passport Renewal

Dear Sir/Madam,

I, [Your Full Name], am writing to formally request the renewal of my passport. My current passport, bearing the number [Current Passport Number], is set to expire on [Expiration Date].

Details of my current passport are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Passport Number: [Current Passport Number]
- Date of Issue: [Date of Issue]
- Date of Expiration: [Expiration Date]

Attached to this letter are the necessary documents for the renewal process, including:

- A completed passport renewal application form
- Two recent passport-sized photographs
- A copy of my current passport
- Payment receipt for the renewal fee

I would appreciate your assistance in processing my application at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Full Name]

[Your Address]

[City, Zip Code]

[Country]