

# Passport Renewal Request

Date: [Insert Date]

To,

The Consulate General,

[Embassy/Consulate Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request the renewal of my child's passport. The details of my child are as follows:

- Name: [Child's Full Name]
- Date of Birth: [Child's Date of Birth]
- Current Passport Number: [Current Passport Number]

The existing passport is expiring on [Insert Expiration Date], and I would like to initiate the renewal process to avoid any travel interruptions.

Enclosed are the following documents for your reference:

- Completed passport renewal application form
- Recent passport-sized photographs
- Proof of guardianship (e.g., birth certificate)
- Payment receipt for passport renewal fee
- Copy of current passport

Please let me know if you require any additional information or documents.

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

Sincerely,

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]