

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

I am writing to formally request the renewal of my passport. Below are my details:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Passport Number:** [Your Passport Number]
- **Nationality:** [Your Nationality]

Supporting Documents Enclosed:

- Completed passport renewal application form
- Recent passport-sized photographs
- Copy of current passport
- Proof of residency (e.g., utility bill)
- Payment receipt for passport renewal fee

Please do not hesitate to contact me via email at [Your Email] or by phone at [Your Phone Number] should you require any additional information.

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]