

# Embassy Passport Renewal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request the renewal of my passport as I have upcoming travel plans. My current passport, number [Passport Number], is due to expire on [Expiration Date].

As part of my travel preparation, I aim to ensure that my passport is valid for at least six months beyond my travel dates. I have attached the necessary documents for the renewal process, including the completed application form, my current passport, passport photos, and the payment receipt.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]