

# Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

To Whom It May Concern,

I am writing to request an urgent renewal of my passport due to unforeseen circumstances. My current passport, number [Passport Number], is set to expire on [Expiration Date], and I am unable to travel safely without a valid passport.

Details of my situation:

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

Due to [brief explanation of your urgent circumstances], I kindly request that my passport renewal be expedited. I have included all necessary documents, including my completed application form and the required fees.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]