

Embassy of [Country]

[Date]

[Recipient's Name]

[Recipient's Address]

Subject: ID Card Renewal Notice

Dear [Recipient's Name],

We would like to inform you that your embassy ID card, bearing the number [ID Card Number], is due for renewal on [Expiration Date]. To ensure uninterrupted access to embassy services, we kindly request you to initiate the renewal process at your earliest convenience.

Please submit the required documents as outlined below:

- Completed ID Card Renewal Application Form
- Copy of your current ID card
- Recent passport-sized photographs
- Proof of residency

The deadline for submission is [Submission Deadline]. Failure to renew your ID card by this date may result in a lapse of your benefits and services.

If you have any questions or need assistance, please do not hesitate to contact our office at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Name]

[Title]

[Embassy Name]