

Embassy Identity Card Renewal Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request the renewal of my identity card issued by your esteemed embassy. My current identity card is set to expire on [Insert Expiration Date], and I would like to ensure that I have a valid identification at all times.

My details are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Current Identity Card Number: [Your Current ID Number]
- Date of Birth: [Your Date of Birth]

Attached to this letter are the required documents for the renewal process, including:

- Completed application form
- Two recent passport-sized photographs
- Copy of my current identity card
- Copy of my passport

I kindly request your assistance in processing my application at your earliest convenience. Please let me know if any further information or documents are needed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]