

# Embassy Identity Card Renewal Form

**Date:** [Insert Date]

**To:** [Embassy Name]

**Address:** [Embassy Address]

Dear Sir/Madam,

I am writing to request the renewal of my identity card. My details are as follows:

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

I have attached the required documents for your review, including:

- Copy of current identity card
- Passport copy
- Recent passport-sized photograph
- Proof of residence

Please let me know if any additional information is required. Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your Email Address]