

Request for Identity Card Renewal

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].

My details are as follows:

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

I have attached the necessary documents for your review, including a copy of my current identity card and any other required forms.

I kindly request your assistance in processing my renewal at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]