

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Passport Renewal Department
[Passport Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to verify my identity as part of the application process for my passport renewal. Below are my personal details for your record:

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Passport Number: [Your Passport Number]
Address: [Your Current Address]

I have enclosed copies of my identification documents, including [List the types of documents enclosed, e.g., driver's license, social security card]. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter. I look forward to receiving confirmation of my identity verification.

Sincerely,

[Your Name]