

Documentation Submission for Passport Renewal Appointment

Date: [Insert Date]

To: [Passport Office/Authority Name]

Address: [Passport Office Address]

Dear [Passport Office/Authority Name],

I am writing to submit the necessary documentation for my passport renewal appointment scheduled on [Insert Appointment Date]. Please find attached the required documents as per the guidelines.

Attached Documents:

- Completed Passport Renewal Application Form
- Current Passport
- Passport-sized Photographs
- Proof of Identity (e.g., Driver's License)
- Payment Receipt for Renewal Fee

If you require any further information or additional documents, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]