

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

Passport Office
Office Address
City, State, Zip Code

Dear Sir/Madam,

I am writing to formally request an appointment for the renewal of my passport. My current passport, number [Your Passport Number], is set to expire on [Expiration Date]. I am planning to travel shortly and would like to ensure that my travel documents are updated in a timely manner.

Please let me know the available dates and times for the renewal appointment at your earliest convenience. I am flexible and willing to accommodate your schedule.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]