

Subject: Inquiry About Passport Renewal Appointment Availability

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the availability of appointments for passport renewal at your office. My passport is set to expire soon, and I would like to ensure that I can renew it in a timely manner.

Could you please provide information on any available appointment slots in the coming weeks? Additionally, if there are any specific documents I need to bring or procedures to follow, I would greatly appreciate your guidance.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]