

Request to Reschedule Passport Renewal Appointment

To: [Passport Office Name]

Date: [Current Date]

Dear Sir/Madam,

I am writing to request a rescheduling of my passport renewal appointment originally scheduled for [Original Appointment Date] at [Time]. Due to [reason for rescheduling], I am unable to attend at the scheduled time.

I kindly ask if it would be possible to reschedule my appointment to a later date. I am available on [provide two or three alternative dates and times].

Thank you for your understanding and assistance in this matter. Please let me know if you require any further information.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your Address]