

TO :  
THE US DEPT OF STATE  
PASSPORT AGENCY

FROM:

*RE: DAMAGED PASSPORT*

RESPECTED SIR/MADAM,

I \_\_\_\_\_ HOLDING PASSPORT NUMBER \_\_\_\_\_

WOULD LIKE TO RENEW MY PASSPORT AS I AM TRAVELING ON \_\_\_\_\_(DATE)

THE REASON FOR MY PASSPORT BEING DAMAGED WAS DUE TO REGULAR WEAR AND  
TEAR / IN MY PURSE/FELL IN THE WATER / GOT WET IN THE RAIN / \_\_\_\_\_

PLEASE HELP ME RENEW MY PASSPORT AS I WILL HAVE TO TRAVEL AND I WILL MAKE  
SURE I WILL BE MORE CAREFUL WITH MY PASSPORT NEXT TIME.

IF YOU HAVE ANY QUESTIONS OR INQUIRIES PLEASE FEEL FREE TO CONTACT ME AT

\_\_\_\_\_

YOUR ASSISTANCE IS HIGHLY APPRECIATED.

SINCERELY,

\_\_\_\_\_

NAME:

DATE: