

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: