

Passport Office Notification of Address Change

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

[Passport Office Address] [City, State, Zip Code]

Subject: Notification of Address Change for Passport Application

Dear Sir/Madam,

I am writing to formally notify the Passport Office of a change in my residential address during the processing of my passport application. The details of the address change are as follows:

Old Address: [Your Old Address]

New Address: [Your New Address]

Application Reference Number (if available): [Your Application Reference Number]

I request you to update your records with my new address promptly to ensure accurate information in my passport application. This address change is effective immediately.

Should there be any additional forms or information required for this update, please inform me, and I will provide them promptly.

Your attention to this matter is greatly appreciated, and I trust that this notification will facilitate the necessary changes in my passport application records.

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Full Name] [Your Signature if sending a physical letter]