Address Change Letter to Passport Officer

[Your Name]

[Your Old Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Passport Officer's Name]

[Regional Passport Office Address]

[City, State, ZIP Code]

Subject: Change of Address Notification for Passport Application

Dear Sir/Madam,

I hope this letter finds you well. I am writing to inform you about a change in my residential address, which is relevant to my passport application with the following details:

Details of the Passport Application:

- Full Name: [Your Full Name]
- Passport Application Reference Number: [Application Reference Number]
- Date of Birth: [Your Date of Birth]

New Address Details: [Your New Address] [City, State, ZIP Code]

Reason for Address Change: I recently relocated to the above-mentioned address due to [mention the reason for the relocation, if necessary, e.g., job transfer, change in marital status, etc.].

I kindly request you to update my records with the new address for any correspondence related to my passport application.

Supporting Information: I have attached a copy of my recent utility bill or any other document reflecting the new address for your verification.

Contact Information: If you need any further details or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

I appreciate your attention to this matter and thank you for your assistance in updating my records. Your cooperation is crucial to ensuring the smooth processing of my passport application.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]