

Enquiry Letter about the passport by post, Miscellaneous Letters example.

The Passport Officer
Passport Office
Reg: Passport- Enquiry
File No-A-10/1923

Dear Sir

I have sent my application for issuance of passport by registered post dated _____. The police enquiry has also been conducted approximately two months ago.

I have not received the passport even after four months of sending my application.

Please apprise me of the exact position of my application and when I will get the passport.

Your early reply is solicited.

Thanking you!

Yours faithfully,

(signature)
P K Jaiman
Address
Date.....