

17 June 2025

To

The Regional Passport Officer

Regional Passport Office

[City Name]

Subject: Request to update police verification status for passport file

Respected Sir or Madam,

I applied for my passport at the Passport Seva Kendra in [PSK Location] on [Application Date]. My full name is [Your Full Name], and my passport application file number is [Your File Number].

The biometric was completed and the file was sent for police verification. As per the passport status check portal, the verification report is still pending and no further update has been shown. My Aadhaar address and mobile details match the application.

I kindly request you to check the delay and help move the police verification process forward so that the file can reach the next stage.

Thank you for your support.

Yours sincerely,

[Your Full Name]

Mobile: [Your Mobile Number]

Email: [Your Email Address]

PSK Location: [City]

Aadhaar (last 4 digits): XXXX