

17 June 2025

To

The Regional Passport Officer

Regional Passport Office

[City Name]

Subject: Request for urgent passport processing before travel

Respected Sir or Madam,

I submitted my passport application under Tatkal 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 is complete, and all required documents were submitted. As per the passport status check portal, the file is still under process. My confirmed travel is on [Travel Date], and I have attached a copy of the ticket for reference.

I kindly request you to process the file on priority and approve dispatch as per the Tatkal procedure.

Thank you for your help.

Yours sincerely,

[Your Full Name]

Mobile: [Your Mobile Number]

Email: [Your Email Address]

Aadhaar (last 4 digits): XXXX

Tatkal Application: Yes

PSK Location: [City]

Attached: Travel ticket copy