

17 June 2025

To

The Regional Passport Officer

Regional Passport Office

[City Name]

Subject: Request to review passport application file number [Your File Number]

Respected Sir or Madam,

I am writing to request a status update on my passport application. My full name is [Your Full Name], and my passport application file number is [Your File Number]. I submitted my biometric at the Passport Seva Kendra on [Date], but there has been no update since then.

As per the passport status check portal, my file is still showing under review. The police verification report was completed and sent, but the dispatch has not started.

I kindly request you to look into the delay and help move the file to the next stage.

Thank you for your support.

Yours sincerely,

[Your Full Name]

Mobile: [Your Number]

Email: [Your Email]

Aadhaar (last 4 digits): XXXX

PSK Location: [Your PSK City]