

Date: 17 June 2025

To

The Regional Passport Officer

Regional Passport Office

[Your City]

Subject: Request to update status of passport file under review

Respected Sir or Madam,

I applied for a passport through the Passport Seva Kendra at [Location] on [Date]. My full name is [Your Full Name], and my passport application file number is [Your File Number]. The biometric process was completed on the same day.

As per the passport status check portal, my file has been showing under review for the past [Number] days. The police verification report was cleared and marked as sent, but there is no further update. I kindly request you to review my application and help move it to the next stage.

Thank you for your support.

Yours sincerely,

[Your Full Name]

Mobile: [Your Mobile Number]

Email: [Your Email Address]

Aadhaar (last 4 digits): XXXX

PSK Location: [City Name]