

Passport Request Letter

To: The Visa Office, Canadian Embassy

From: Your Name, Your Date of Birth, Your File Number, Your Visa Type

Subject: Passport Submission

Dear Sir/Madam,

I am writing to thank you for accepting my visa application for Canada and requesting me to submit my passport. I am very happy and excited to receive this letter and I would like to send you my passport as soon as possible.

Please find attached a copy of the passport request letter and the receipt of the payment for the visa fees. My passport details are as follows:

Passport Number: XXXXXXXXX

Date of Issue: DD/MM/YYYY

Date of Expiry: DD/MM/YYYY

Place of Issue: Your City, Your Country

I would like to send my passport to the following Visa Application Centre (VAC):

VAC Name: Your VAC Name

VAC Address: Your VAC Address

VAC Phone Number: Your VAC Phone Number

VAC Email: Your VAC Email

Please let me know if you need any other information or documents from me. I appreciate your prompt and professional service and I look forward to receiving my passport with the visa soon.

Sincerely,

Your Signature

Your Name

Your Date of Signature