

Date

To Whom It May Concern,

Please be aware that the damage on my passport is due to wear and tear over the years. It seems that there has been some water damage that may have caused mildew or mold. I apologize for any inconvenience this may have caused. Please process my passport as I do intend to travel on **Date**. If you have any additional questions I can be reached at **Phone #**.

Thank you,

Signature must appear here- in BLUE INK

Customer Name