HM Passport Office

Globe House

89 Eccleston Square

London

SW1V 1PN

03/02/2020

This is to confirm that my original current/other passport is not available for this application as I need it for [STATE A RESON NOT RELATED TO TRAVEL eg: identification purposes, visa application]. Please find enclosed with this letter a copy of that passport.

Sincerely,

[SIGNATURE]

[FULL NAME]

[POSITION WITHIN YOUR COMPANY]

[PHONE]