

## Passport Cancellation Letter

You can use the following form letter to cancel the decedent's passport.

Passport Agency

Address: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### **RE: Cancellation of Passport**

To Whom It May Concern:

This letter informs you of the death of \_\_\_\_\_ (decedent's name), who died on \_\_\_\_\_ (decedent's death date). A copy of the death certificate is enclosed.

Please cancel this person's passport. After cancellation, please return the passport to me at the address below as the family wishes to keep it for posterity.

Thank you for your attention to this matter.

Sincerely,

(Signature above)

Printed name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Enclosed: Copy of Death Certificate

Passport for \_\_\_\_\_ (decedent's name)