(DATE)

The Director,

Department of Immigration,

Suva,

Fiji.

Dear Sir,

**Request Letter – New ePassport for Minor**

I, **…name..**,(*father/mother*) of **...minor name..**, a Fijian citizen residing in **…city..**, **…country..** kindly request the Department’s assistance in issuing a new epassport for my *son/daughter*, **...minor name..**, as a citizen of the Republic of Fiji. **…minor first name..** was born on **00 ….., 20..** in **…city..**, **…country..**.

This letter serves as a proof of my request for a new epassport for my *son/daughter*.

Please do not hesitate to contact me via (**...e-mail..** / **...phone number..**) should further information be needed.

Yours Sincerely,

……………*Signature*………………..

*…*………………*Name*…………*….*

*(Father/mother of applicant)*