From,

The officer in-charge,

Regional Passport office

To,

Mr Steven

Dear Mr Steven,

This letter has been drafted has been drafted to make you aware of the fact that the application which you have put forward for the acquirement of the passport has not met its favourable end and the passport shall not be issued to you. The step has been taken because of the inadequate documents which you have put forward. However, besides the bank statements all other document requirement has been fulfilled.

This is the reason why the application has not been cancelled but put to hold. The bank statements which you had provide is 2 years old and as old as 3 months bank statements are expected. If recent bank statements are not provided within a time of 2 weeks, then the application stands to be cancelled. So, in order to avail the passport, it is desirable for you to put forward the details of the recent bank statements at the earliest.

Yours faithfully,

The officer in-charge,

Regional Passport office