

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

Queensland Passport Office
[Office Address]
[City, State, Postcode]

Dear Sir/Madam,

Subject: Request for Update on Passport Processing

I am writing to inquire about the current status of my passport application submitted on [Date of Application]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Application Reference Number: [Your Application Number]

Given the importance of this document for my upcoming travel plans, I would appreciate any update you can provide regarding the processing timeline.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]