

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department or Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Support with Queensland Passport Application

I hope this letter finds you well. I am writing to seek assistance regarding my recent passport application submitted on [application date] at [location].

Unfortunately, I have encountered [briefly describe the issue or concern you are experiencing, e.g., delays, missing documents, etc.]. This situation has caused [explain how it impacts you, e.g., travel plans, personal circumstances, etc.].

I would greatly appreciate any support or guidance you could provide to help resolve this matter promptly. I have attached all relevant documents, including [list any documents you are including, e.g., application receipt, identification, etc.], for your reference.

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]