

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

Passport Office
Department of Foreign Affairs and Trade
GPO Box 9814
[City, State, Postcode]

Dear Sir/Madam,

Subject: Application for Queensland Passport

I am writing to formally submit my application for a Queensland passport. Please find enclosed the required documents and completed application form as per the guidelines provided on your website.

I have included the following with my application:

1. Completed passport application form
2. Proof of identity (copies of my birth certificate and driver's license)
3. Recent passport-sized photographs
4. Payment receipt for the application fee

I kindly request that you process my application at your earliest convenience. Should you require any additional information or documentation, please feel free to contact me using the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]