

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

Passport Office
Department of Foreign Affairs and Trade
[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Queensland Passport

I am writing to apply for a passport issued by the state of Queensland.
Please find attached the necessary documents required to process my application.

1. Completed application form
2. Proof of identity (e.g., birth certificate, driver's license)
3. Recent passport-sized photographs
4. Payment receipt for application fee
5. Any additional documents requested

I kindly request that you process my application at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Yours sincerely,

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