

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department of Foreign Affairs and Trade]  
[Address]  
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Inquiry Regarding Passport Application Status

I am writing to inquire about the status of my passport application submitted on [Date of Application] under application number [Application Number].

Given the upcoming travel plans, I would appreciate any updates or additional information regarding the estimated processing time.

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

Sincerely,  
[Your Name]