

[Your Name]

[Your Address]

[City, State, Postcode]

[Email Address]

[Phone Number]

[Date]

[Passport Office Address]

[City, State, Postcode]

Subject: Application for Passport

Dear Sir/Madam,

I am writing to submit my application for a passport. Please find the necessary documents attached, as outlined in the guidelines for passport applications in Queensland.

[Optional: Briefly mention your purpose for obtaining the passport, e.g., travel for work, family reasons, etc.]

Enclosed in this application, you will find:

1. Completed passport application form
2. Proof of identity (e.g., birth certificate, driver's license)
3. Passport-sized photographs
4. Payment receipt (if applicable)
5. Any additional required documents (e.g., supporting letters)

I would appreciate your prompt attention to my application, and I look forward to your confirmation. Should you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Yours sincerely,

[Your Name]