

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

[Department/Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Passport

Dear [Recipient's Name],

I am writing to formally submit my application for a Queensland passport. Please find enclosed the required documents along with the completed application form.

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Current Address: [Your Current Address]

I have included the following documents:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity (e.g., birth certificate or driver's license)
4. Payment for the passport fee

I appreciate your attention to my application and look forward to your prompt response. Please do not hesitate to contact me if you require any additional information.

Thank you for your assistance.

Sincerely,

[Your Name]