

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

[Passport Office Address]
[City, State, Zip Code]
Subject: Request for Passport Application

Dear [Recipient's Name],

I am writing to formally request the processing of my passport application. Below are my details for your reference:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Passport Number (if applicable): [Your Passport Number]

I have enclosed all necessary documents as required, including:

- Completed passport application form
- Recent passport-sized photographs
- Proof of Australian citizenship
- Proof of identity

I kindly ask for your prompt attention to my application, as I require my passport for [mention reason, e.g., travel plans, work obligations].

Thank you for your assistance. I look forward to your positive response.

Sincerely,

[Your Name]