

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Passport Office Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for Queensland Passport

I am writing to formally apply for a passport issued by the state of Queensland. I have enclosed all necessary documents and completed forms required for the application process.

Please find attached:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity (e.g., birth certificate, driver's license)
4. Any additional documents as required

I appreciate your assistance in processing my application. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]