

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

Passport Office  
[Address of Passport Office]  
[City, State, Postcode]

Dear Sir/Madam,

Subject: Application for Passport Renewal

I am writing to formally request the renewal of my Queensland passport, which is due to expire on [expiry date]. My passport number is [passport number].

Please find enclosed the required documents for the passport renewal process:

1. Completed passport renewal application form.
2. Recent passport-sized photographs.
3. Original and a photocopy of my current passport.
4. Proof of identity (e.g., driver's license or birth certificate).
5. Payment for renewal fees (attach receipt).

If you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]