

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

Passport Office
[Passport Office Address]
[City, State, Postcode]
Subject: Application for Queensland Passport

Dear Sir/Madam,

I am writing to submit my application for a Queensland passport. Please find enclosed all the necessary documents and forms required for the application process.

Personal Details:

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

Attached Documents:

1. Completed passport application form
2. Photocopy of my identification
3. Passport-sized photographs
4. Proof of citizenship (e.g., birth certificate or citizenship certificate)
5. Any additional documents as required

I understand that the processing time for passport applications may vary and I am willing to provide any further information if necessary. Please do not hesitate to contact me at the phone number or email address provided above should you have any questions regarding my application. Thank you for your attention to this matter. I look forward to your prompt processing of my application.

Yours sincerely,

[Your Signature (if submitting by mail)]
[Your Printed Name]