

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

Dear Sir/Madam,

Subject: Inquiry Regarding Passport Application Status

I am writing to inquire about the status of my passport application submitted on [insert date of application]. My application reference number is [insert reference number].

I would appreciate any updates or information you can provide regarding my application. If you require any further details or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]