

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

Passport Services
Department of Foreign Affairs and Trade
[Address of the relevant passport office]
[City, State, Zip Code]

Subject: Request for Passport Application

Dear Sir/Madam,

I am writing to formally request an application for a Queensland passport.

****Personal Details:****

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

****Application Details:****

I am applying for [type of passport: standard passport, child's passport, etc.]. The primary purpose of my passport is [state purpose, e.g., travel, identification].

Please find enclosed the following documents to support my application:

1. Completed passport application form
2. [List any other documents, e.g., proof of citizenship, identification]
3. Payment receipt for application fee

I kindly request that you process my application at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me at [your phone number or email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]