

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

Passport Office  
Department of Foreign Affairs and Trade  
[Office Address]  
[City, State, Postcode]

Subject: Application for Queensland Passport

Dear Sir/Madam,

I am writing to apply for a Queensland passport. Please find enclosed the necessary documents and completed application form as required.

Personal details are as follows:

- Full name: [Your Full Name]
- Date of birth: [Your Date of Birth]
- Place of birth: [Your Place of Birth]
- Gender: [Your Gender]

Attached documents include:

1. Completed passport application form
2. Proof of identity (e.g., birth certificate, driver's license)
3. Recent passport-sized photographs
4. Payment receipt/information

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]