

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department of Foreign Affairs and Trade]  
[Office Address]  
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Application for Queensland Passport

I am writing to formally apply for a Queensland passport. Please find my application form and required documents attached for your review.

My personal details are as follows:

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

I have included the necessary identification documents and payment for the application fee. I would appreciate your assistance in processing my application at your earliest convenience.

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

Sincerely,

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