

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

Passport Office
[Office Address]
[City, State, Postcode]

Dear Sir/Madam,

Subject: Passport Application Submission

I am writing to submit my application for a passport in accordance with the guidelines provided by the Queensland Passport Office.

Enclosed with this letter, you will find the following documents:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity (e.g., birth certificate and/or driver's license)
4. Payment receipt for the passport fee
5. Any additional documents as required

Please let me know if there are any further steps I need to take or additional information you require to process my application.

Thank you for your assistance.

Sincerely,

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