

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Queensland Passport

I am writing to formally request the issuance of my Queensland passport.
Below are the relevant details required for processing my application:

1. ****Personal Information****

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

2. ****Identification****

- Driver's License Number: [Your Driver's License Number]
- [Any other identification details, if applicable]

3. ****Supporting Documents****

- [List any documents you are attaching, e.g., birth certificate, identification photos, proof of residency]

I understand that there may be fees associated with this application, and I am prepared to cover these costs. Please let me know if there are any additional requirements or forms I need to complete.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]