

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

Passport Office  
[Passport Office Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Application for Queensland Passport

I am writing to formally apply for a Queensland passport. Please find enclosed the required documents for your review:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity and citizenship (e.g., birth certificate, driver's license)
4. Payment for processing fees

I would appreciate your prompt attention to my application, and I am looking forward to receiving my passport. Should you require any further information or documentation, please feel free to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]