

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

Dear [Recipient Name],

Subject: Explanation Regarding Queensland Passport Application

I am writing to provide an explanation regarding my application for a Queensland passport submitted on [submission date].

[Briefly explain the reason for your application and any specific circumstances that prompted the need for a passport.]

Additionally, [mention any relevant documents or information included with this letter that support your explanation].

I appreciate your understanding and consideration of my situation. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]