

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

[Department of Foreign Affairs and Trade]
[Passport Office Address]
[City, State, ZIP Code]

Subject: Queensland Passport Application Processing Inquiry

Dear Sir/Madam,

I am writing to inquire about the status of my passport application submitted on [Date of Application]. My details are as follows:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Passport Application Reference Number:** [Application Number]

I appreciate your assistance in providing me with an update on the processing of my application. I understand that the processing time can vary, but I would be grateful for any information regarding my current application status.

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

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]