

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

Dear [Recipient's Name],

Subject: Support for Passport Application

I am writing to support [Applicant's Name] in their application for a passport. [He/She/They] is a resident of Queensland and requires a passport for [reason for application, e.g., travel, education, work].

[Provide a brief paragraph detailing your relationship with the applicant, your support for their application, and any relevant information that may assist in the approval process.]

I kindly request that you consider this letter as a formal endorsement of [Applicant's Name]'s passport application. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Applicant]

[Optional: Your Position or Title]