

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

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

Dear Sir/Madam,

Subject: Application for Passport

I am writing to formally apply for a passport for [Your Full Name, including any previous names, if applicable]. I am a resident of Queensland, and I meet all the necessary requirements for obtaining a passport.

Details of my application are as follows:

- Date of Birth: [Your Date of Birth]
- Place of Birth: [Your Place of Birth]
- Nationality: [Your Nationality]
- Current Address: [Your Current Address]

Enclosed with this letter are the following documents to support my application:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of identity and citizenship (e.g., birth certificate, citizenship certificate)
4. [Any other relevant documents]

I understand the processing time for passport applications and am willing to wait for the required timeframe. If you need any more information or if there are any issues with my application, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]

[Signature (if sending a hard copy)]