

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

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

Dear Sir/Madam,

RE: Application for Queensland Passport

I am writing to apply for a Queensland passport. Please find my details below:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Place of Birth: [Your Place of Birth]  
Address: [Your Current Address]  
Contact Number: [Your Phone Number]

I have enclosed the following documents to support my application:

1. Completed passport application form
2. Recent passport-sized photographs
3. Proof of citizenship (birth certificate/citizenship certificate)
4. Proof of identity (driver's license/ID card)
5. [Any other required documents]

I have also included the appropriate fee payment.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]