

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department of Foreign Affairs and Trade]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Queensland Passport

I am writing to formally apply for a Queensland passport. Please find attached my completed application form, along with the required supporting documents and payment.

I am a resident of Queensland and have provided all necessary information as required by the passport application guidelines. I kindly request your assistance in processing my application at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]