

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

[Recipient's Name]
[Department/Agency Name]
[Queensland Government]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Submission on [Topic/Issue]

I am writing to submit my feedback regarding [specific topic/issue] as part of the Queensland Government's consultation process.

[In this section, provide a brief introduction to your position or perspective on the topic, including any relevant background information.]

[Next, elaborate on your main points or arguments. Use bullet points if necessary to emphasize specific suggestions or concerns.]

1. [First point or suggestion]
2. [Second point or suggestion]
3. [Third point or suggestion]

In conclusion, I appreciate the opportunity to contribute to this important discussion. I believe that [express a final thought or summary of your position].

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

Sincerely,

[Your Name]
[Your Position/Role, if applicable]
[Your Organization, if applicable]