

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

[Recipient's Name]
[Title/Position]
[Department/Agency Name]
[Government Office Address]
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Petition for [Brief Description of the Petition Issue]

I am writing to formally submit a petition regarding [describe the issue or concern]. This matter is of significant importance to [describe the affected community or region] and requires urgent attention.

[Provide a detailed explanation of the issue, including relevant facts, statistics, and any previous actions taken regarding this matter. Mention the impact it has on the community and why it should be prioritized.]

In light of the above, we respectfully request that the Queensland Government [specify the action or change you are advocating for]. By doing so, you will help to [explain the anticipated benefits of the action or change].

Attached to this letter, you will find the petition signed by [number of signatories] residents who support this cause and urge immediate action. Thank you for considering our petition. We look forward to your prompt response and a resolution to this important issue.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Organization, if applicable]
[Attachment: Petition]