

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

[Recipient Name]
[Recipient Position]
[Department/Agency Name]
[Department Address]
[City, State, Postcode]

Dear [Recipient Name],
Subject: [Proposal Title]

I am writing to submit a proposal regarding [briefly describe the purpose of the proposal]. This proposal aims to [explain main objectives].

[Provide a brief overview of the problem or opportunity that the proposal addresses.]

[Outline the proposed solution, project goals, and expected outcomes. Include any relevant data or research to support your proposal.]

We believe that this initiative will [mention potential benefits for the Queensland government/community].

Please find attached the detailed proposal for your consideration. I would be happy to discuss this further or answer any questions you may have.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
[Your Organization]