

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

[Recipient's Name]  
[Recipient's Position]  
[Department Name]  
[State Government of Queensland]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification Regarding [specific matter]

I am writing to inform you about [details of the notification].

[Provide additional details, including any relevant dates, descriptions, and implications of the matter.]

Please feel free to contact me at [your phone number] or [your email address] should you require further information or clarification regarding this matter.

Thank you for your attention to this notification.

Sincerely,

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