

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Feedback on [Specific Issue/Program/Policy]

I am writing to provide my feedback regarding [specific issue/program/policy] in Queensland. As a resident of [your locality], I believe that my insights may contribute positively to [specific outcomes or improvements].

[Paragraph 1: Brief introduction to the issue and your perspective]

[Paragraph 2: Specific feedback, including any data or examples to support your points]

[Paragraph 3: Suggestions for improvements or changes, if applicable]

I appreciate the opportunity to voice my opinions and hope my feedback will be considered in future decisions. Thank you for your attention to this matter.

Sincerely,
[Your Name]