

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Department of Health]  
Queensland Health  
[Office Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
I am writing to [state the purpose of your letter, e.g., express concern,  
request information, etc.].  
[Provide details regarding your request or concern, including any  
relevant background information. Be clear and concise.]  
I appreciate your attention to this matter and look forward to your  
prompt response.  
Thank you for your time.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]