

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

Queensland Health

[Relevant Department Name]
[HQ Address]
[City, State, Postcode]

Dear [Recipient's Name or "Queensland Health"],

Subject: [Subject of Your Letter]

I am writing to [state the purpose of your letter briefly, e.g., express my concern, request information, provide feedback, etc.].

[In the following paragraphs, provide specific details regarding your request or concern. Include any relevant personal experiences, data, or examples to support your points.]

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your commitment to healthcare in Queensland.

Sincerely,

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