

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

[Recipient Name]
[Position]

QLD Health
[Department/Division]
[Address]
[City, State, Postcode]

Dear [Recipient Name],

Subject: Submission regarding [Brief Description of Your Submission]

I hope this letter finds you well. I am writing to submit [briefly state the purpose of your submission, e.g., a proposal, feedback, a report] regarding [specific topic].

[Provide a more detailed explanation of your submission, including any relevant details, data, or supporting information. Explain the significance of your submission and any recommendations or requests you have.]

Thank you for considering my submission. I look forward to your response.

Sincerely,

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