

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

[Recipient Name]
[Title/Position]

QLD Health

[Office/Department Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to express my intent to [purpose of the letter, e.g., apply for a position, collaborate on a health initiative, request funding, etc.] with QLD Health. I am [briefly introduce yourself, your qualifications, and relevant experience].

My background in [specific field or expertise] has equipped me with the skills necessary to contribute to [specific goals, projects, or initiatives relevant to QLD Health]. I am particularly interested in [mention any specific programs, initiatives, or areas of interest within QLD Health].

I believe that [state how your goals align with QLD Health's mission or objectives]. I am eager to further discuss how I can be an asset to your team and contribute positively to the ongoing efforts at QLD Health. Thank you for considering my intent. I look forward to the possibility of collaborating with QLD Health and contributing to [specific outcomes or goals].

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Enclosure: CV/Resume, if applicable]