

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

[Recipient's Name]
[Department Name]

QLD Health

[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request information regarding [specific information needed] from QLD Health. As a resident of [your locality], I am particularly interested in [briefly explain the reason for your request]. Could you please provide me with [specific details you are seeking]? If possible, I would appreciate any relevant documents or resources that may assist in understanding this matter better.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title/Position, if relevant]