

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

Complaints Resolution Team
QLD Health

[QLD Health Address]
[City, State, Postcode]

Dear Complaints Resolution Team,

Subject: Formal Complaint Regarding [specific issue]

I am writing to formally complain about [detail the nature of your complaint, including dates, locations, and specific incidents].

[Provide a detailed description of the issue, including any relevant background information and how it has impacted you.]

I have attempted to resolve this matter by [explain any previous steps you have taken, such as speaking with staff or management], but unfortunately, this has not resulted in a satisfactory resolution.

I respectfully request that you investigate this matter and provide me with a written response outlining the actions that will be taken to address my concerns.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title or Position, if relevant]