

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

[Recipient's Name]  
[Position]

Queensland Health  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Issue/Concern]

I hope this letter finds you well. I am writing to inquire about  
[specific issue or concern related to Queensland Health].

[Provide a brief background on the issue, including any relevant details  
or context that may help the recipient understand your inquiry.]

I would appreciate it if you could provide me with information regarding  
[specific questions or topics you would like addressed].

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

Sincerely,

[Your Name]

[Your Position, if applicable]