

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
Queensland Health
[Office Address]
[City, State, Postcode]
Dear [Recipient's Name],
Subject: [Subject of the Letter]
I am writing to [briefly state the purpose of the letter, e.g., request
information, provide feedback, etc.].
[Include relevant details, background information, and any necessary
context regarding your request or concern.]
Thank you for your attention to this matter. I look forward to your
prompt response.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]