

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

[Recipient's Name]
[Recipient's Title]

QLD Health

[Recipient's Address]
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Notification of [Specific Issue/Concern]

I hope this letter finds you well. I am writing to formally notify QLD Health regarding [specific issue/concern] that has come to my attention. [Provide a detailed description of the issue/concern, including relevant dates, locations, and any parties involved. Attach any supporting documents as necessary.]

I would appreciate your prompt attention to this matter and any guidance on the next steps. Please feel free to reach me at [your phone number] or [your email address] for any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]