

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Unit Name]
Queensland Police Service
[Address]
[City, State, Zip Code]

Subject: Appeal Against Decision [Decision Reference Number]

Dear [Recipient Name],

I am writing to formally appeal the decision made by the Queensland Police Service regarding [briefly state the decision, e.g., "the fine issued on Date" or "my application for a permit"]. My reference number for this case is [insert reference number].

I wish to present the following grounds for my appeal:

1. ****Ground One****: [Explain your first reason in detail]
2. ****Ground Two****: [Explain your second reason if applicable]
3. ****Ground Three****: [Explain your third reason if applicable]

Attached to this letter are supporting documents that further substantiate my appeal, including [list any attached documents, such as incident reports, witness statements, etc.].

I respectfully request that you review my case and reconsider the decision made. I am willing to provide any additional information or attend a meeting if necessary to discuss this matter further.

Thank you for your attention to my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]